Placing a Hold Request from the Staff Area of MassCat

Placing a Hold:

Login to MassCat using your username and password.

At the welcome screen, click the “Search the catalog” box. Enter search terms to find the item you wish to place a hold on:

Depending on the situation, you will either be taken to a list of results or directly to the item you are searching for. If you have a list of results, click the “Holds” link by the title you wish to request:
If you were taken directly to the record for the item you wish to request, click the “Place Hold” button in the toolbar at the top of the record:

![Place Hold button](image)

The vegan sourcebook : living with conscience, conviction, and compassion /

- ISBN: 1566653809
- Subjects:
  - Veganism.

You will be asked for the card number of part of the name of the patron you are placing the request for. Enter Your Library’s name into the box or enter the patron card number that your library was assigned:

**Place a hold on Being A Vegan**

![Place Hold form](image)

You will be taken to the “Place Hold” screen. Your library will be the default pickup location for this request. If you wish to request the next available copy from any holding library, make sure the box next to “Place a hold on the next available copy” button is checked off, then click the “Place Hold” button in the upper portion of the screen:

**Place a hold on The vegan sourcebook :**

![Place Hold form](image)

Once you’ve completed your request, you’ll get the following result screen:
Place a hold on Being A Vegan

Now you can move on to something else or log out of the system.