Steps for placing a hold on a specific item or copy

In the Holds group, click Place Hold Wizard.

Scan the client’s badge or select User Search icon to find the client and enter their User ID.
To find the item, click the Item Search icon or select Get Item Information.

In the newly opened Item Search window, find the item by entering the known bibliographic data into the Search box and click Search.

From the Call Number/Item tab, select the barcode for the desired item. Click Place Hold to close the window.
In the **Hold Info** section, go to the **Level/Range** area and in the Level property, select **Copy** (rather than Title).

Click **Place Hold** at the bottom of the screen.

You’re Done!