

# Placing Holds on Library Materials

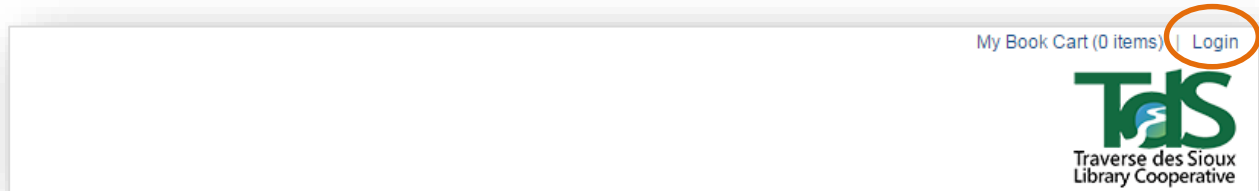
**Why:** To obtain an item that is not currently available at the MLC Library.

**How:** Use the *Request it!* button when logged in to the catalog.

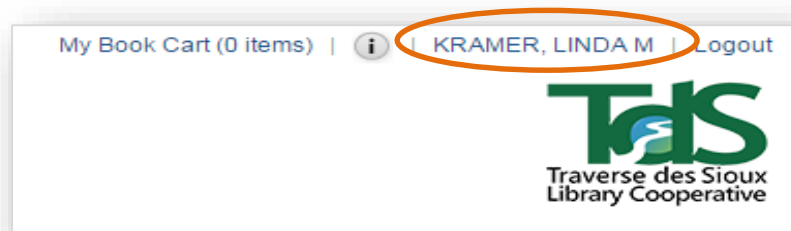
Access the library catalog using one of these methods:

- Through the MLC Library website, <https://mlc-wels.edu/library>
  - Search for Books: MLC Online Catalog
    - Type in Keyword, Title, Author or Subject – *Search*
    - Click *Search* without entering any terms will take you to the catalog.
- From the MENU: Search and Find – Library Resources – Books - Encore Library Catalog
- Online at: <http://tdslib.iii.com>

Log in to your library account.



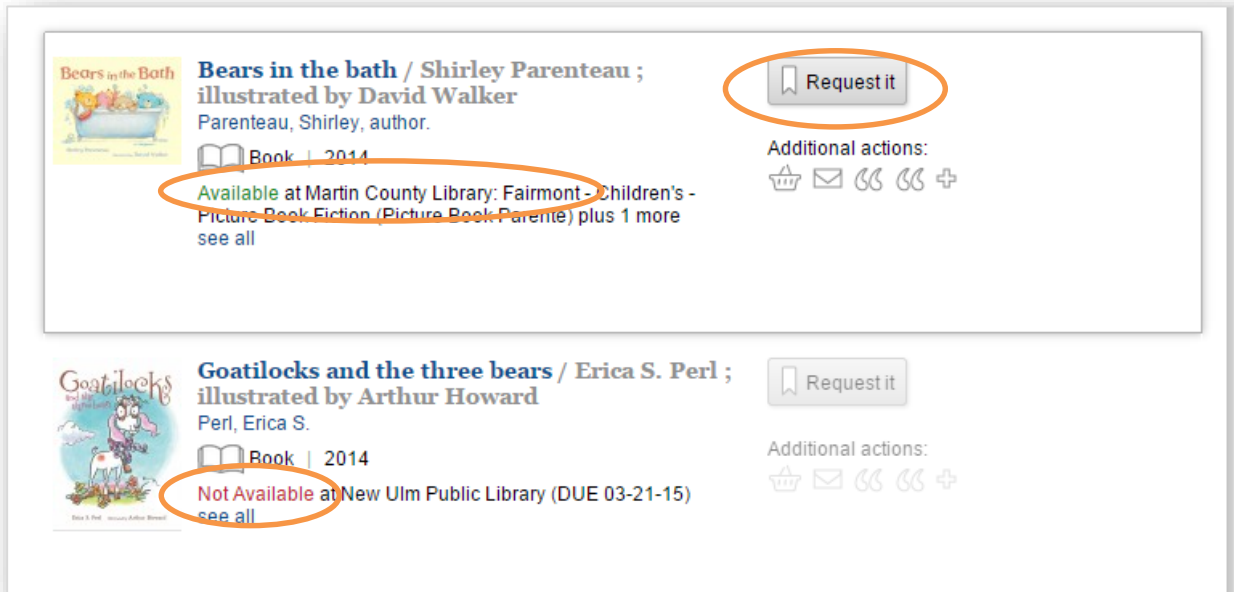
Once you have successfully logged in, you'll see your name at the top of the catalog page.



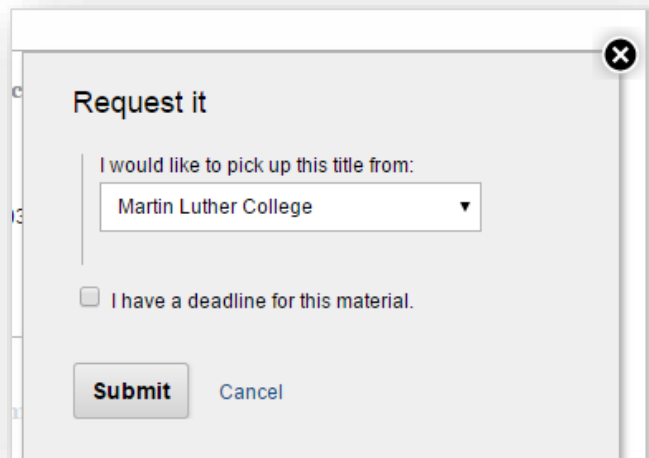
Search the catalog. You may place a hold on an item in two different situations:

1. If the item you need is not available at MLC, but is available at a nearby library. Placing a hold will get the item to the MLC Library for pickup in a few days.
2. If the item you need is currently checked out and unavailable. Placing a hold will get the item to the MLC Library when it has been returned and, if it has multiple holds, when it is your turn for it.

To place a hold, click on the item's *Request it* button.



Indicate where you will pick up the item and click *Submit* to complete your hold request.



If you cannot find what you're looking for in the MLC/TdS catalog, search for the item at: [www.MNLINK.org](http://www.MNLINK.org).

*Please ask library staff if you have any questions about using the catalog or the MLC Library.*