



# Placing a Hold on a Checked-Out Book and Requesting Rancho Library Items for Chino

1. From the Library homepage ([www.chaffey.edu/library](http://www.chaffey.edu/library)), click on **Catalog**.

- **Find Books, Videos:** [Catalog](#)
- **Find Articles, eBooks, eRes (Electronic Reserves):** [AGent](#)
- [Problems accessing the databases?](#)
- [New Books](#)

2. Type in search words in the blank boxes in the left area of the search screen. Click on the down arrow to reveal the pull-down menu and make a selection. Then, click on the **Search** button.

3. Click on the title of the item you wish to reserve in your results list. A pop-up will open up with information about the item.

**Business law : the ethical, global, and e-commerce environment.** ; Mallor, P. ; 2007. ; 13th ed.; McGraw-Hill, ; New York :

Location	Call Number	Status
Chaffey College Library - Chaffey Library - Circ Desk	RES 340 KAR1 c.1 (Reserve)	Checked Out
Chaffey College Library - Chaffey Library - Circ Desk	RES 340 KAR1 c.2 (Reserve)	Checked Out
Chaffey College Library - Chaffey Library - Circ Desk	RES 340 KAR1 c.3 OVERNIGHT (Overnight Reserve)	Checked Out

4. Click on **Reserve Title** in the gray bar near the top of the page.

5. In the login box, type in your seven-digit Chaffey ID number in the first box next to **Username or Barcode**, and your birth date in the second box next to **Password or PIN** using the format: two numbers

for the month, two of the day, and the last two numbers of the year, no spaces or dashes in between the numbers. Click the **Submit** button.

6. Under **Select Pickup Location**, use the pull-down menu to select either RANCHO or CHINO. Please type in a **current** phone number in the **Reserve Notes** box. Then click the **Submit** button near the top of the window.

7. A confirmation note will then appear. The Circulation Desk will contact you by phone when the item is available for pickup.

**Please note the following limitations regarding holds and requests:**

- Certain items cannot be placed on hold such as Reserve materials that are not labeled OVERNIGHT, DVDs, Videos, and Reference materials. Hold requests for these items **will be deleted**.
- Items that are in the Reserve Collection at Rancho and Chino **can only be used at that location**.
- Please note that the only items in the Reserve collection that can be placed on hold are those labeled OVERNIGHT. Holds placed on non-overnight Reserve items **will be deleted**.
- Items that are requested for Rancho campus location **must** have a **Checked out** status. Any holds for Rancho campus items with an **Available** status **will be deleted** unless they are slated for delivery to the Chino campus.

**Have additional questions? Contact the Chaffey Library Circulation Desk at (909)652-6807.**