



Placing a Hold on a Book

1. From the Library homepage (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:

- 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 picked up 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 items will be deleted.

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