How to Place Holds for ECU Libraries’ Materials

Use the Place Hold feature in the Catalog to have materials pulled and held at the Circulation desk for you or to have checked out items held for you upon their return. Faculty and staff may have materials delivered to their on-campus offices using this service, too.

1. Go to ECU Libraries’ Catalog (https://catalog.lib.ecu.edu/), enter your search terms, and click Search (see orange circle below). If you need help searching, visit Ask a Librarian (https://lib.ecu.edu/ask.aspx) or the FAQ entry for tips on how to search the Catalog (http://bit.ly/1pCOqHr).

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2. Click on the title you want from the search results.

3. There are two types of Holds that can be placed: a title level hold and an item level hold. The title level hold (green circle below) should be used if any copy of the item will meet your needs. The item level hold (red circle below) should be used if you need a particular item (e.g. a specific volume of a set or only that selected copy). If there is only one item listed, as in the example, either option will work.

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4. If the title is available for check-out (meaning that it is not a Reference or other restricted item), the **Place Hold** link will be displayed on the Item Details screen (see red circle below).

   a. If the title is checked-in, the **Status** (see blue circle below) will be listed as “Available” and you can click on either **Place Hold** option (see green and red circles below) to have the item pulled and held for you at the library’s service desk, usually within 24-48 hours. If the item must be shipped from its location to another library, please allow an extra day or two for shipping. If you are faculty/staff and have asked for office delivery, please allow an extra day or two for delivery.
b. If the title is checked-out to another person, the **Status** will have a due date listed (see blue circle below). You may then click **Want This?** (see yellow circle below). You will then have three options: 1) you can then click **Place Hold** to be notified when that person returns the item, 2) you can click on **Recall Request** to have the library ask the patron who has the item to return it early, or 3) you can click on **Interlibrary Loan Request** to have the library attempt to borrow it from another library for you, usually within a week or two.

![Library Catalog Screenshot](image)

5. If you click on either **Place Hold** option described in the prior steps, you will be taken to the **Place Hold** request form. Enter your **Pirate ID** (or Library Card Number) and password, select the library from which you want to pick up the item, and choose an expiration date. Then click **Place Hold**.

   a. **Pirate ID**: If you are an ECU student, faculty, or staff member, your pirate ID is used to login to your email/banner/pirateport.

   b. **Password**: Your password is the same as your email/banner/pirateport login. If you are having issues accessing your account online, please call the Joyner Circulation Desk at 252-328-6518, the Music Library Circulation Desk at 252-328-6250, or the Laupus Circulation Desk at 252-744-2219.

   c. **Pickup Library**: Select to pickup the title at Joyner Library, Laupus Health Sciences Library, or the Music Library (located in Fletcher Music Center). The default is Joyner Library.

   d. **On-Campus Delivery (Faculty/Staff Only) & Delivering Library**: Click the On-campus delivery box if you are a faculty or staff member who desires on-campus office delivery. Once
this box is clicked, you then must select the Delivering Library – if you are unsure, select Joyner Library.

e. **Expiration Date**: Select the date after which you no longer want the title. The default is one year. You can enter another date or use the calendar feature to select another date, either sooner or later.

Select the library from where you want to pick up the item. Holds can be picked up at Joyner Library, Laupus Health Sciences Library, or Music Library. Most items can be delivered to faculty and staff offices.

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For Departmental Office Delivery, verify your library office delivery location from the options.

Make sure to select the correct pickup library. If you are faculty/staff wanting office delivery, please make sure to select the correct library for departmental office delivery. For patrons wanting office delivery, please verify in ECU Pirate Port [https://pirateport.ecu.edu/portal/] that your campus address is updated before selecting that option. Faculty and staff requesting office delivery service: Please note that we currently do not provide a return service. You may return materials to any ECU library or library book drop.

6. A confirmation page will be displayed to inform you that your hold has been placed and will give you further instructions.