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 delivered to another ECU library for you, or to have checked out items currently checkout to another person 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://librarycatalog.ecu.edu/), enter your search terms, and click Search (see orange circle below). If you need help searching, visit Ask a Librarian (https://library.ecu.edu/services/ask-a-librarian/) or the FAQ entry for tips on how to search the Catalog (https://libanswers.ecu.edu/faq/16351).
2. Click on the title you want from the search results.

3. 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.

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4. If the title is checked-out to another person or otherwise not available, 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 two options: 1) you can then click on **Place Hold** to be notified when that person returns the item, or 3) you can click on **Interlibrary Loan Request** to have the library attempt to borrow another copy of this item from another library for you, usually within a week or two.

5. Whichever option you choose, you will be taken to a login screen. Follow the on-screen instructions to login. Contact information to get assistance is on the screen.

6. If you are placing a hold, the next screen displayed is the Place Hold request form. Select the library from which you want to pick up the item: Joyner Library, Laupus Health Sciences Library, or the Music Library (located in Fletcher Music Center). Next choose an expiration date for your hold request; this is the date after which you no longer want the item. Then click **Place Hold**.
7. Faculty/Staff may select the option to have Departmental Office Delivery, then select your library office delivery location from the delivery library list. Enter your expiration date and click Place Hold.

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

- If you are requesting office delivery, please be sure that your campus address listed in ECU Pirate Port [https://pirateport.ecu.edu/connect] is still accurate so that library employees will deliver the item to the correct office address.