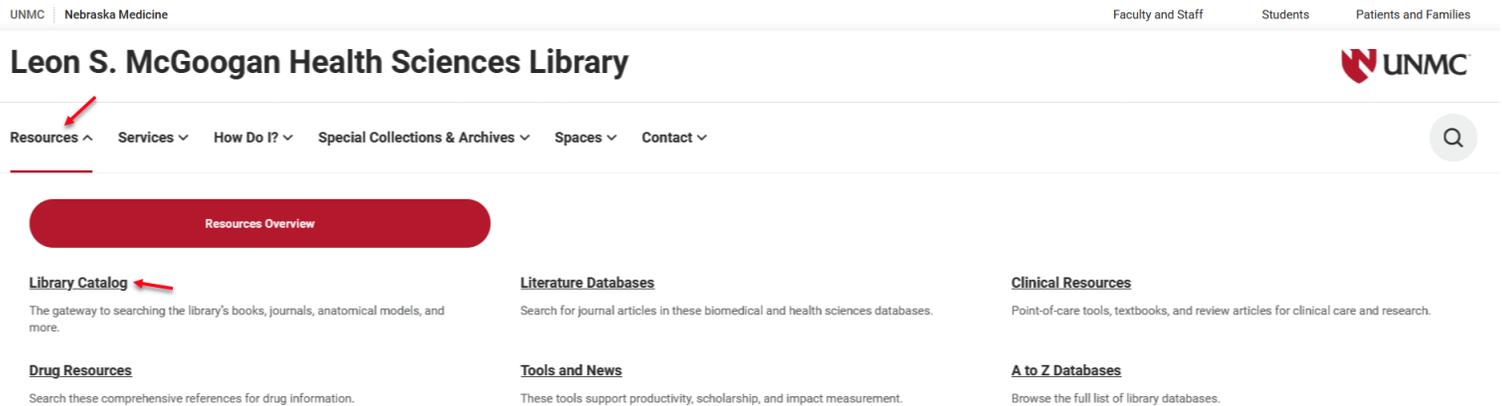


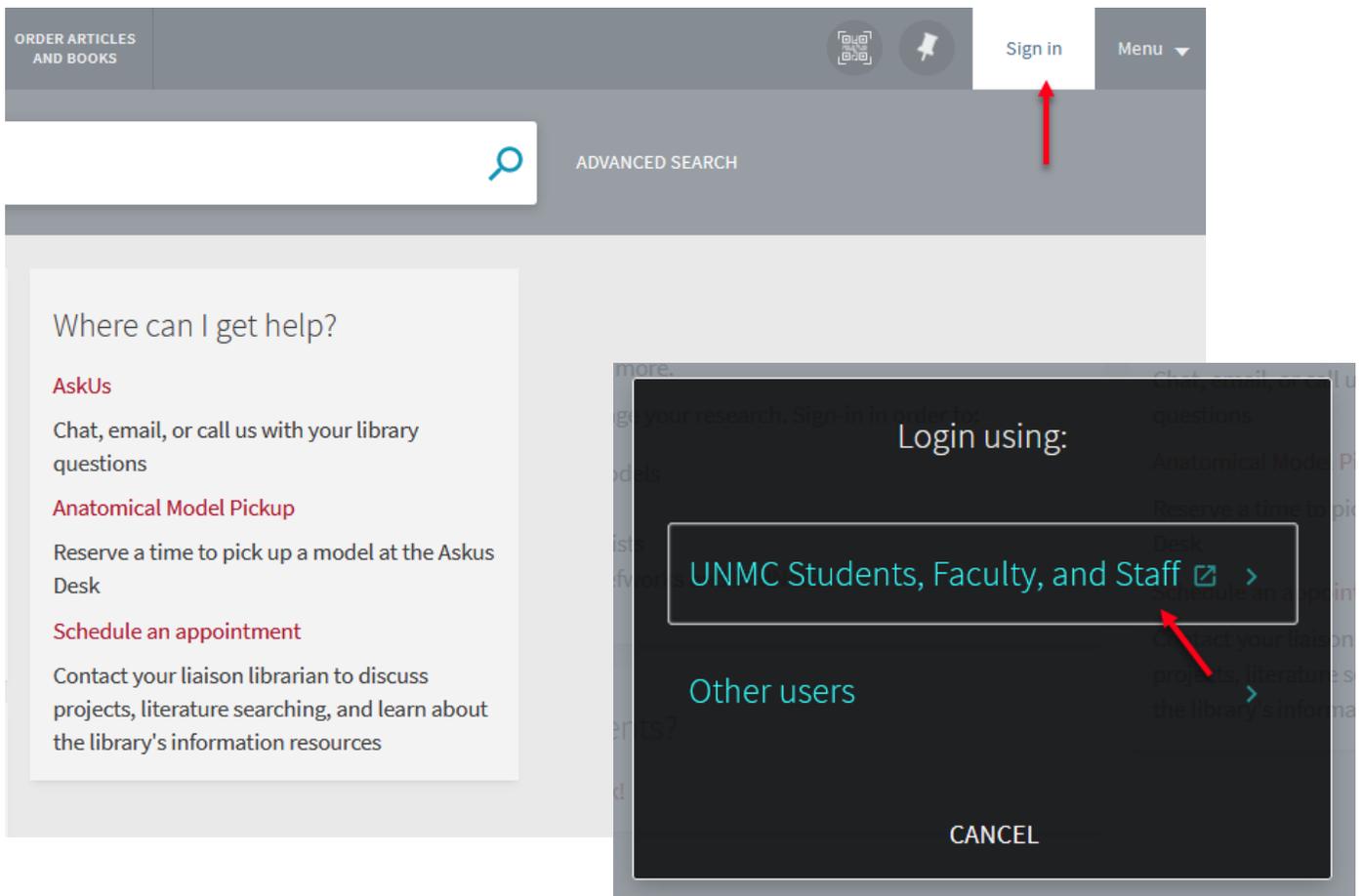
Placing Items on Hold in the Library Catalog

Follow these steps to place print books, journals, and models from the McGoogan Library on hold. Not in Omaha? Let us know, and we can assist with getting the book delivered to you by campus mail.

- 1) Access the library catalog by clicking on the **Resources** tab at the top of the page and then the **Library Catalog** link.



- 2) **Sign in.** Click on the sign-in button in the upper right-hand corner and use your UNMC net id and password. Nebraska Medicine employees, volunteer faculty, or those with a guest account, contact the library for assistance at askus@unmc.edu



3) **Search by book or journal title or keywords.** Click on the item record to view the details.

The screenshot shows a search bar with the text "Writing for the health professions" and a red arrow pointing to it. Below the search bar, there is a message: "Including 'health occupations'. Just search *Writing for the health professions*". The results section shows "0 selected PAGE 1 23 Results" and a "Save query" button. The first result is a book titled "Writing for the health professions" by Terryberry, Karl J., c2005. A red arrow points to the book title. Below the title, it says "Available at McGoogan Health Sciences Library Writing Center - Level 6 (WZ 345 T329w 2005) >".

4) **Place a hold.** Click on Request to place a hold on the book.

The screenshot shows the detailed view of the book "Writing for the health professions" by Terryberry, Karl J., c2005. It is available at McGoogan Health Sciences Library Writing Center - Level 6 (WZ 345 T329w 2005). The page has a sidebar with navigation options: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. Under the LINKS section, there is a "REQUEST: Request" button with a red arrow pointing to it. Below this, there is a "BACK TO LOCATIONS" link and a "LOCATION ITEMS" section. The location item is "McGoogan Health Sciences Library" with the call number "Available , Writing Center - Level 6 ; WZ 345 T329w 2005" and "(1 copy, 1 available, 0 requests)". At the bottom, there is a box that says "Item in place" and "14 Days Loan".

- 5) **Click on Send Request to submit.** A library staff member will notify you by email when the item is ready for pickup. All print items can be picked up on the holds shelf on level 6 of the library, near the AskUs desk.

The screenshot shows a web interface for creating a request. On the left is a vertical navigation menu with the following items: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. The main content area is titled 'Request' and contains the following fields and buttons:

- Header: 'Get It' followed by a horizontal line.
- Section: 'REQUEST: Request' followed by a horizontal line.
- Navigation: '< BACK TO ITEMS' link.
- Form Fields:
 - 'Pickup Location' with the value 'McGoogan Health Sciences Library'.
 - 'Material Type' with the value 'Book'.
 - 'Not needed after' section with a calendar icon and a 'Pickup Date' dropdown menu.
 - 'Comment' section with a horizontal input line.
- Buttons:
 - 'RESET FORM' button with a circular arrow icon.
 - 'SEND REQUEST' button with a right-pointing arrow icon, highlighted with a red arrow pointing to it from the right.

- 6) If you placed an anatomical model or event pass on hold, [request a pickup time](#) to meet with a library staff member for checkout.