PLACE A HOLD USING TAFECAT
Available from: https://tafecat.tafensw.edu.au

Items already on loan to other students or staff can usually be placed on hold (reserved) in TAFEcat.

HOW TO PLACE A HOLD

- **In person** – ask staff at the information desk
- **Over the phone** – telephone your local TAFE NSW Library during Library hours
- **Online** – using the Library Catalogue. (Select Hold Request in Library Info)

**NOTE:**

- You can only place a hold on items that are held at the TAFE NSW Library where you are enrolled
- You can only place a hold on an item that is on loan to someone else
- You may be placed in a queue if more than one person has placed a hold on that item
- Your item will be available for pickup from your home library for 10 days after you have been notified it is available
- Your hold will expire if the item is not returned to the library within 45 days
- You can place holds on 5 items at a time
- You cannot place a hold on an item you already have on loan
- You need your TAFEcard barcode number and your Library PIN to place a hold online – To get a PIN, you can ask library staff or request one online at https://huntertafe.libanswers.com/ or on TAFEcat in Library Info (Select PIN Request)

PLACING A HOLD ON TAFEcat

1. Go to the TAFE NSW Library Catalogue https://tafecat.tafensw.edu.au
2. Choose your home library from the drop down list of libraries. Click on Go to the catalogue:
   
   ![Go to the catalogue](Wyong Campus Library)
   
3. At the Quick Search screen, enter your search terms. For example:

   ![Quick search](slow cooker recipes)

4. Select HERE or your home library from the Library drop-down list.
5. Click on Search. A list of items display.
6. Click on a title from your results.
7. If the item you want to borrow is out on loan, you will see a message on the left of the screen telling you to log into your TAFEcot account to place a hold:

- Item Details
- Temp List

To place a hold, log in to TAFEcot in the top right corner of the screen.

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Item Information
- Title: Easy budget recipes for crockpots & slow cookers
- Author: Martin, Robyn (Robyn Margaret)
- Physical description: 1 v.
- ISBN: 9780986451355
- Item info: No copies currently available. Estimated wait undetermined.

Catalogue Record

Holdings

Wyong Campus Library
641.5884/MART 35555079921252 Due: 18/4/2016

8. Enter your TAFEcot barcode number (starts with 25555) and enter your PIN to log in.

9. After logging in, the message will change to a Place Hold link.

10. Click on Place Hold to continue.

11. The Results of Hold(s) Request confirmation screen displays with your details and the details of the items you have placed on hold. If any of the information here is incorrect, please contact the library on the number provided on the screen.

12. To view your holds, click on My Account and Review My Account. Please contact library staff if you want to cancel one or more of your holds.

ERROR MESSAGES

If you have not been successful in placing the hold, you will see a message:

No items qualified for hold. A hold has not been placed.
If you require assistance, please contact your local TAFE NSW library.

OR – the following message displays if you already have the item on loan:

User already has this title charged out