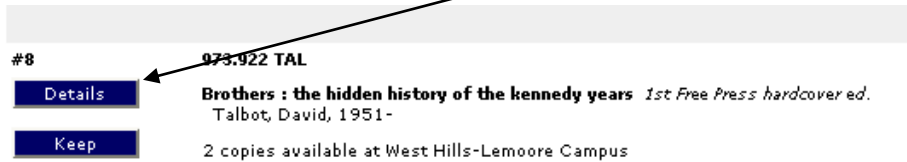


## West Hills College Library - Holds and Requests

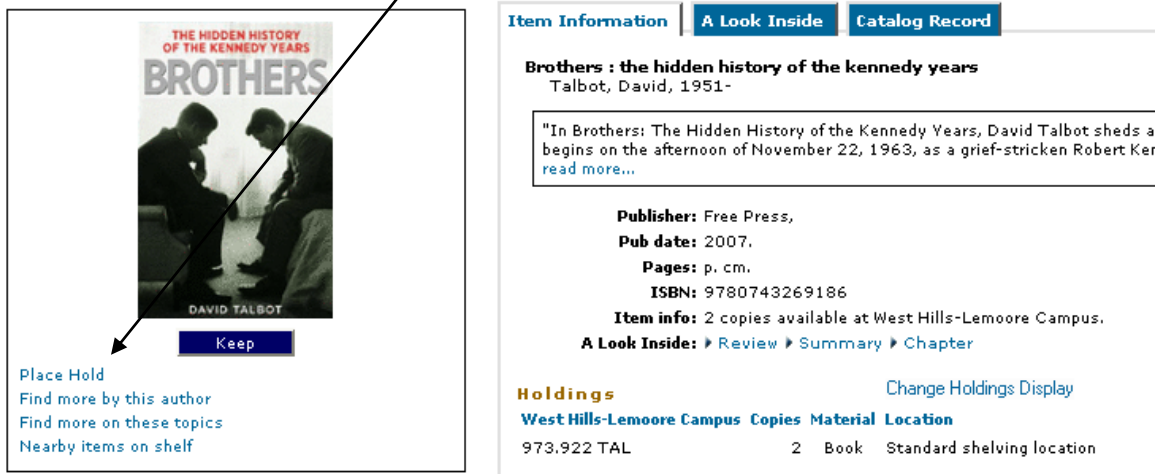
You can place HOLDS on any books or videos that are currently checked out. This option also works if you wish to have a book or video sent from another WHCD Library (NDC or Lemoore).

### Steps to placing a hold:

- 1) Locate the item you wish to HOLD and click on DETAILS



- 2) On the next screen, click on the PLACE HOLD link on the left-side of the screen



- 3) Enter your USER ID and PIN in the spaces provided (your default PIN is set to be the same as your USER ID).
  - a. Select the location where you would like to pick up the material(s).
  - b. Finally, click PLACE HOLD

**Place Hold**

**Title:** Brothers : the hidden history of the kennedy years / David Talbot  
**Author:** Talbot, David, 1951-

**user ID:**

**PIN:**

**pickup at:** West Hills-Coalinga Campus

**expiration date:** 11/18/2008

**Place Hold** **Reset Query Values**

Materials being sent from other libraries should arrive in three to five days. You will be notified via your West Hills College email account when your holds are available.

If you have any questions, please contact the libraries:

- Coalinga – 559-934-2420
- Lemoore – 559- 925-3420
- NDC – 559-659-2976