

## Hint for Using the Online Catalog

### How to Put an Item on Hold

#### **Single Hold Transaction Procedures:**

1. Go to the JMRL online catalog - <http://aries.jmrl.org/>.
2. Search the catalog for your desired library material.
3. Click on the specific item desired.
4. Click the "Place Hold" button at the top of the screen.
5. On the resulting screen fill in the requested information.

#### **Multiple Hold Transaction Procedure (can also be used to search 1 item):**

1. Go to the JMRL online catalog - <http://aries.jmrl.org/>.
2. Choose "My Account" on the navigation bar under the library's name.
3. On the resulting screen fill in the requested information – name and library card number.
4. On the resulting screen, click the arrow to select a search criteria from the drop-down menu next to the "More Searches" button to the right of the screen. Click the "Go" button.
5. Search for your desired library material.
6. Check the box next to the desired material.
7. Click the "Add Marked to Book Cart" above the list of library materials
8. Repeat 3 – 5 for each desired material.
9. After the last material has been chosen, click the "Book Cart" button at the top of the screen.
10. On the resulting screen click the "Request Saved" link.
11. Check all the material that you definitely want to hold.
12. Fill out all requested information – you must choose a pick up branch.
13. "Request Selected."
14. Click "Return to Your Record" to review requests.
15. Click "Log Out" located at the top of the page or next to "Return to Your Record" to log out of your account.