

Placing Item-Level Holds in Encore

While most of the time, a bib-level hold is the best way to place holds for an item, there may be times when a particular volume is required.

Scott standard postage stamp catalogue : countries of the world / editor, Charles Snee

Book | 2013

Available at Downtown Adult - Non-Fiction (769.56 Sco) plus 12 more see all

Request it

Additional actions:

Items only show available close

Location	Call No.	Status
Downtown Adult - Non-Fiction	769.56 Sco v. 1 2014	Available
Downtown Adult - Non-Fiction	769.56 Sco v. 2 2014	Available
Downtown Adult - Non-Fiction	769.56 Sco v. 3 2014	Available
Downtown Adult - Non-Fiction	769.56 Sco v. 3 2014	Available
Downtown Adult - Non-Fiction	769.56 Sco v. 4 2014	Available

When you click on the **Request It** button beside the title, a pop-up window will appear. The option to select volumes will only appear when that option is appropriate.

The **radio buttons** on the left side let you select the volume you want to place a hold on.

The **navigation bar** on the right side lets you move up and down the list of volumes for this title.

You will want to also choose your pickup location and indicate whether you have a

deadline after which you no longer want the hold.

Request it

Select Select the volume you want here

Downtown Adult - Non-Fiction 769.56 Sco v. 1 2014 Available

Downtown Adult - Non-Fiction 769.56 Sco v. 2 2014 Available

Downtown Adult - Non-Fiction 769.56 Sco v. 3 2014 Available

Downtown Adult - Non-Fiction 769.56 Sco v. 3 2014 Available

I would like to pick up this title from:

I have a deadline for this material.

Submit Cancel

Allows you to move up and down in the list of volumes

Once you have done all these steps, click on the **Submit** button.

You will then get a confirmation in a new pop-up window.

Request it

✓ Your request for **Scott standard postage stamp catalogue : countries of the world** / editor, Charles Snee. was successful. When it's ready you will be able to pick up this material at Downtown.

OK