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Welcome to the University of Toronto Dentistry Library's video on Navigating the UTL Catalogue part 3: Placing a hold and requesting an item.

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Let's start at dentistry.library.utoronto.ca. This is a reminder that our Library website does not display well in Internet Explorer. We recommend that you use a different browser such as Firefox, Chrome or Safari.

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In Navigating UTL Catalogue Part I we learned how to perform a simple search, in part 2 we learned how to refine a search; in this video we'll show you how to place a hold on an item that is checked out or request an item that is at a different campus. Let's try Oral Surgery and click on the Magnifying Glass to get everything available on the UofT Libraries' System on oral surgery.

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Once you find the item that you are interested in, click on the title and it will display a record for that item. If the item is checked out, you will see a red OUT icon and you will also see the item due date. To place a hold on this item click on option.

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There are several options you have for this item. To place a hold, click on request. The request an item window will pop up with the item information. Please select the button Request an item for intercampus delivery slash hold and click on continue.

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You will be prompted to login using your library barcode and PIN. Select the option to Request a hold on this item, to be picked up at its home library when returned. Click on continue.

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The request an item page, will allow you to look the item information, due date, as well as change the not needed after date. Please review your email address and click on Send this request. When the item is returned you will get an email to pick it up at its home location.

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Now we will look at requesting an item from a different campus. If the item you want is on a different campus than St. George, click on options, click on Request. Again you will be required to login using your library barcode and PIN.

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When you login, choose the option Request intercampus delivery slash hold and click on continue.

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Please note that the campus you want the item delivered to has to be listed on the list of campuses. If you want it delivered to St. George, please make sure St. George is listed on this list. Select this option and click on Continue.

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Finally, you will have a page where you can review the item information and have a few options on pickup locations. If you're on the St. George Campus, your options are Robarts, Gerstein, OISE or St. Michael's College. The default is Robarts. You can change the not needed after date on this page. Please review your email address and there is a box for additional information that you can request. When you are happy with the information, click on send this request. When the item is available for you to pick up you will receive an email

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Thank you for watching the video Navigating the UTL Catalogue part 3: placing a hold and requesting an item.