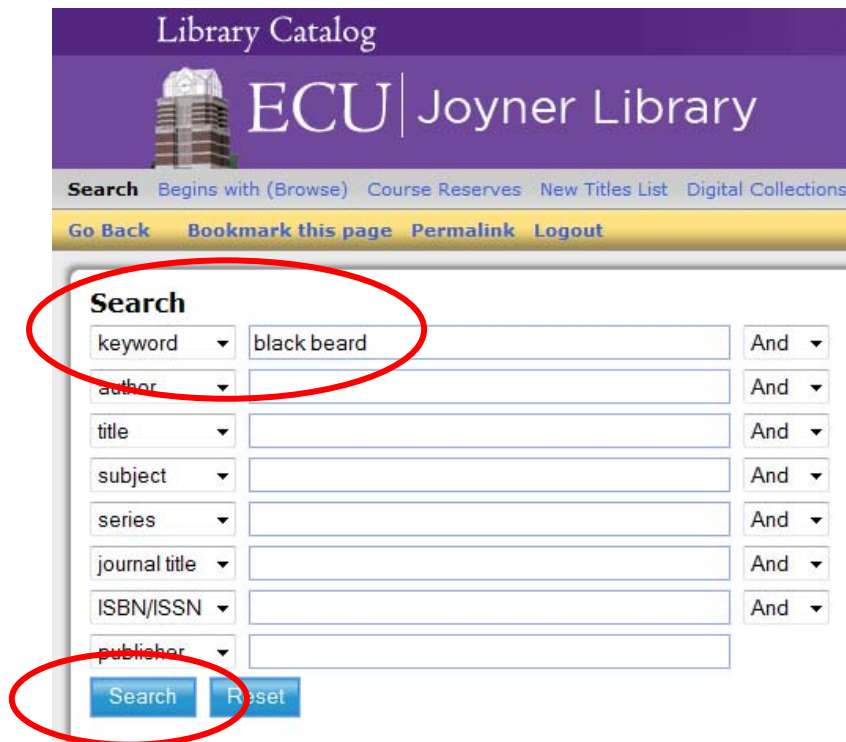


# How to Place Holds for Joyner Library & Music Library Materials

The library's popular Pull&Hold service has gotten easier to use! You can now place Hold requests directly through the library's catalog rather than copying citations into ILLiad.

1. Go to Joyner Library's catalog (<http://media.lib.ecu.edu/catalog.cfm>), enter your search terms, and click **Search**. If you need help searching, visit Ask a Librarian (<http://www.ecu.edu/cs-lib/askalibrarian.cfm>) or Search Tips (<http://media.lib.ecu.edu/reference/howdoi/display.cfm?id=24.0>).



Library Catalog  
ECU | Joyner Library

Search Begins with (Browse) Course Reserves New Titles List Digital Collections

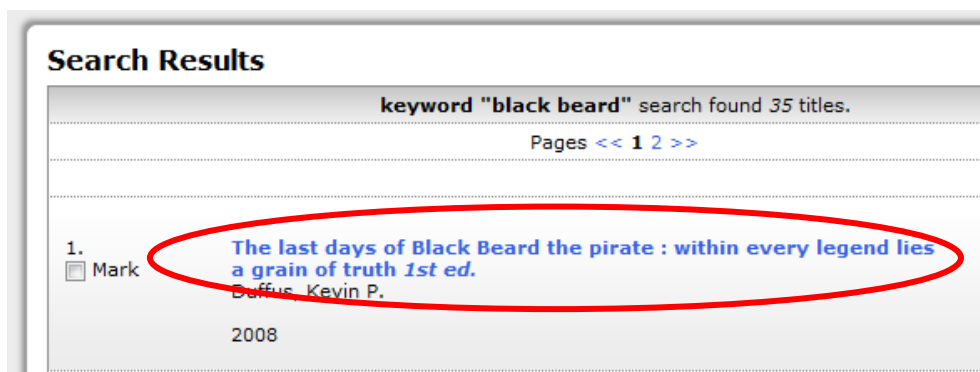
Go Back Bookmark this page Permalink Logout

**Search**

keyword	black beard	And
author		And
title		And
subject		And
series		And
journal title		And
ISBN/ISSN		And
publisher		

Search Reset

2. Click on the title you want from the search results.

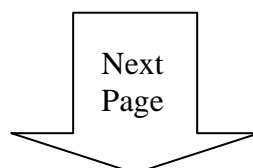


**Search Results**

keyword "black beard" search found 35 titles.

Pages << 1 2 >>

1.  Mark **The last days of Black Beard the pirate : within every legend lies a grain of truth 1st ed.**  
Duffus, Kevin P.  
2008



3. If the title is available for check-out (meaning that it is not a Reference or other restricted item), the **Place Hold** link will be displayed on the Item Details screen.
- a. If the title is checked-in, the **Location** will have a collection listed (Joyner Stacks, Joyner NC Stacks, etc.) and you can click on **Place Hold** to have the item pulled and held for you at the library's service desk, usually within 24-48 hours.
  - b. If the title is checked-out to another person, the **Location** will have a due date listed. You then have three options: 1) you can then click on **Place Hold** to be notified when that person returns the item, 2) you can click on **Recall Request** to have the library ask the patron to return it within a week, or 3) you can click on **Interlibrary Loan Request** to have the library attempt to borrow it from another library for you, usually within a week or two.

record 1 of 35 for search keyword "black beard" [Change Display](#)

**Continue search in**  
[UNC Library Express](#)

**OpenURL**  
[Other links](#)

**Requests**  
[Interlibrary Loan Request](#)  
[Place Hold Request](#)  
[Recall Request](#)  
[Rush Catalog Request](#)  
[More...](#)

**Item Details**  
 Mark

**Item Information** [Web Address](#) [Catalog Record](#)

**Title** The last days of Black Beard the pirate : within every legend lies a grain of truth

**Author** Duffus, Kevin P.

**Edition** 1st ed.  
Imprint  
Raleigh : Looking Glass Productions, c2008.  
1888285230

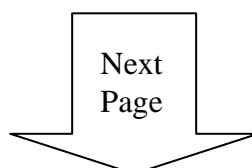
**ISBN:**

**Item info:** 2 items available at Joyner Library @ ECU.

**Holdings** [Change Display](#)  
Joyner Library @ ECU

Call Number	Copy	Material	Location
F257.T422 D84 2008	1	BOOK	Joyner NC Stacks
	2	BOOK	Joyner NC Stacks

[Place Hold](#)  
[Find more by this author](#)  
[Find more on these topics](#)  
[Nearby items on shelf](#)



4. If you click on Place Hold above, you will be taken to the Place Hold request form. Enter your User ID and PIN, select your pickup library, and choose an expiration date. Then click **Place Hold**.
- a. **User ID:** If you are an ECU student, faculty, or staff member, your User ID is your Banner number, with the "B" changed to a number "8". If you are another library patron, your User ID is the barcode number on your library card.
  - b. **PIN:** Your PIN is a four-digit number either you have selected or the library has assigned. If you do not know your PIN, please call the Joyner Circulation Desk at 252-328-6518 or the Music Library Circulation Desk at 252-328-6250. Library staff can change your PIN over the phone for instant access.
  - c. **Pickup Library:** Select to pickup the title at either Joyner Library or the Music Library (located in Fletcher Music Center). The default is Joyner Library.
  - d. **Expiration Date:** Select the date after which you no longer want the title. The default is one year. You can enter another date or use the calendar feature to select another date, either sooner or later.

The screenshot shows the 'Place Hold' form for the book 'The last days of Black Beard the pirate : within every legend lies a grain of truth / Kevin P. Duffus.' The form includes fields for User ID, PIN, a pickup library dropdown menu (set to 'Joyner Library @ ECU'), and an expiration date field (set to '11/2/2012'). A red circle highlights the 'User ID' and 'PIN' fields. A red arrow points from the 'Joyner Library @ ECU' dropdown to a separate box showing the available options: 'Joyner Library @ ECU' (selected), 'Joyner Library @ ECU', and 'Music Library @ ECU'. The 'Place Hold' button is also circled in red.

5. A confirmation page will be displayed to inform you that your hold has been placed.

The screenshot shows the 'Hold(s) Placed' confirmation page. It displays the book title 'The last days of Black Beard the pirate : within every legend lies a grain of truth' by 'Duffus, Kevin P.' and the pickup library 'Joyner Library @ ECU'. The expiration date is '11/2/2012'. An 'OK' button is located at the bottom right of the confirmation box.