**Place Hold Wizard**

**Note:** Staff should **never** place recall holds. Only A-Team staff are allowed to place recall holds.

1. Click the **Holds** group wizard.
2. Click the **Place Hold** wizard.
3. Scan the User ID in the **User ID** box.
4. Scan the item barcode in the **Item ID** box.
5. Under **Hold Info**, select the **Pickup library**.
6. Under **Level/Range** make sure the Level is set to **Copy**, Range to **Library**, and Recall status to **No Recall**.
7. Click **Place Hold**.

8. At the Circulation Desk, you will be placing holds on in-library use only items and the system will ask you type in an override next to “no hold allowed override”.

If a hold already exists on an item, but you are adding additional holds, you will need to type in an override once again next to “duplicated hold override”. Notice how the previously entered override appears below the “duplicated hold override”.

If the hold is successfully placed, select one of the following options: