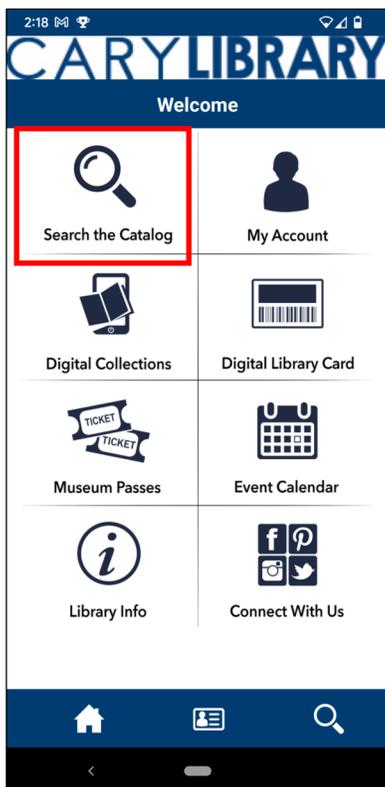


# Placing a Hold Through the Minuteman App



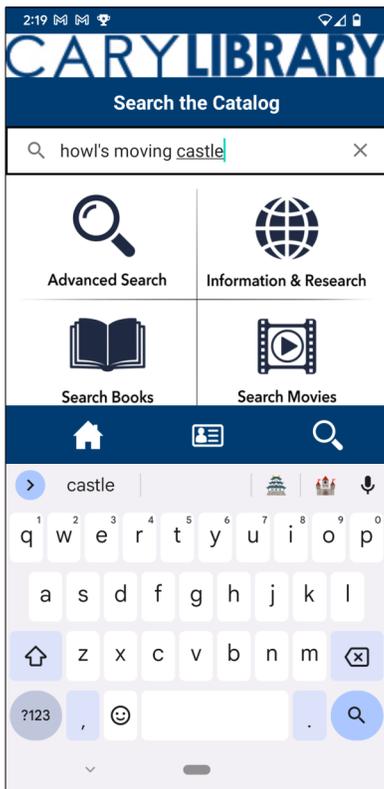
Open the Minuteman App on the device.  
Press Search the Catalog to look for a title.



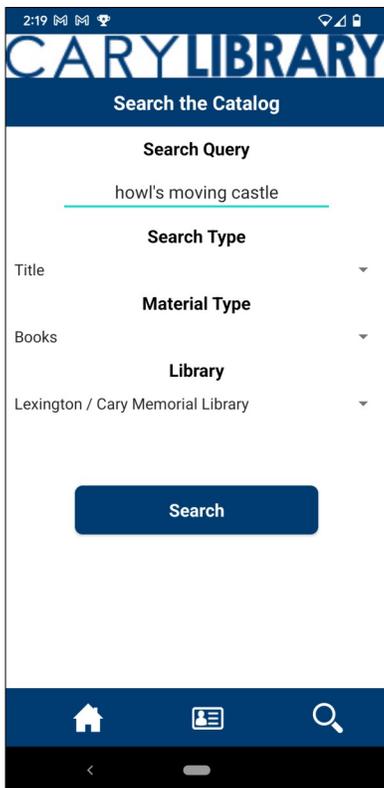
The Search bar allows you to find items available in the Minuteman Library Network. You can refine your search with the following options:

- **Advanced Search** - narrows results by search type, material type, and location
- **Information & Research** - results found in our online resources, such as our databases
- **Search Books** - results are only books
- **Search Movies** - results are only movies
- **Search by ISBN** - looking for a specific publication

If your library does not own an item, you can request the library to acquire the item by pressing Suggest a Purchase.



For a basic search, type the name of the item into the search bar. Press the magnifying glass or "search" button. This will pull up any of the items in the network that match the name of the item.

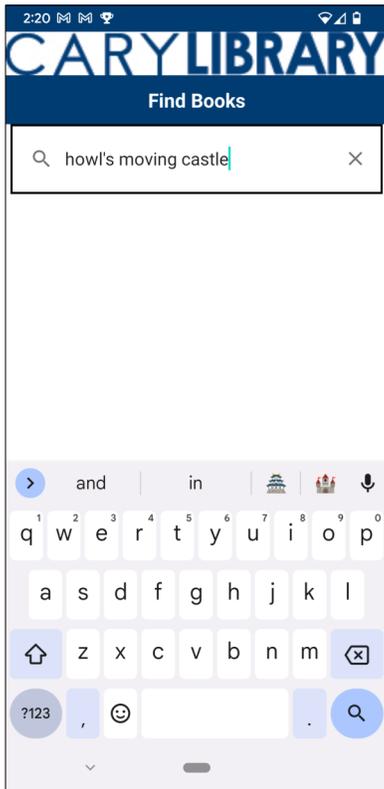


## Advanced Search

To narrow search results, press Advanced Search on the catalog screen. You can narrow results by

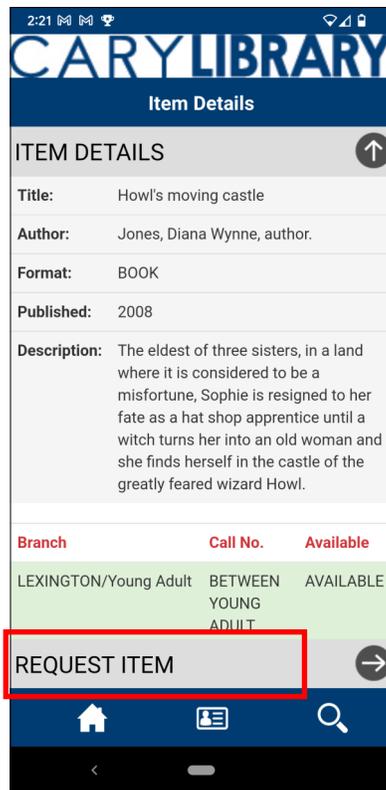
- **Search Type** - keyword, title, author, subject
- **Material Type** - books, movies, audiobooks, e-books music
- **Library** - a specific library's collection

You may need to adjust search criteria to find the item you're looking for.



## Search Books or Search Movies

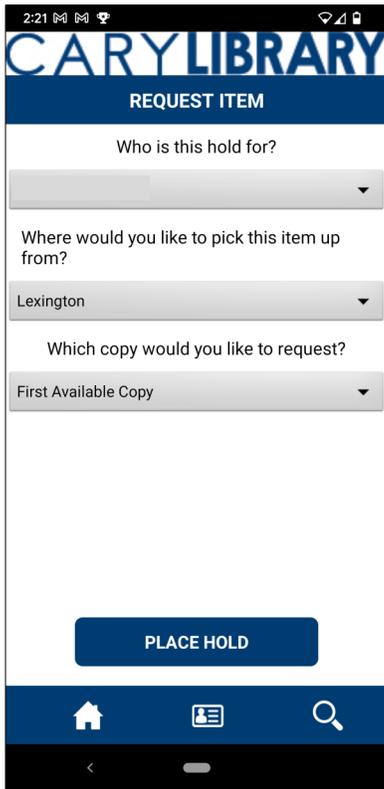
If you want to look for only books or only movies, select one of these icons from the catalog screen. The next screen will contain a search bar. Type in the title, then press the magnifying glass or search button.



After searching for an item, results from the catalog will be displayed.

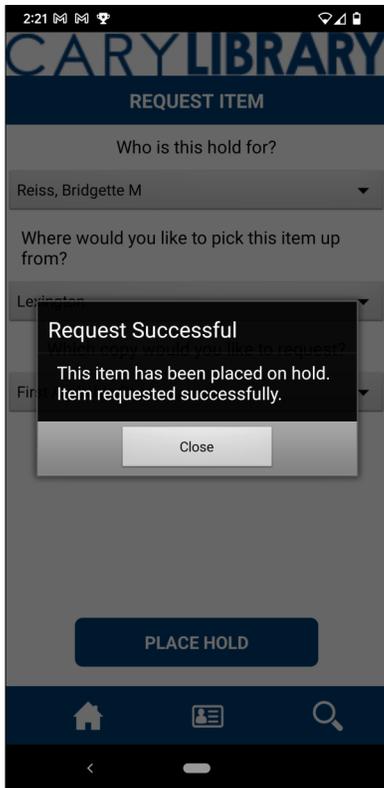
To place a hold, select an item from the list.

Below the item details, select Request Item.

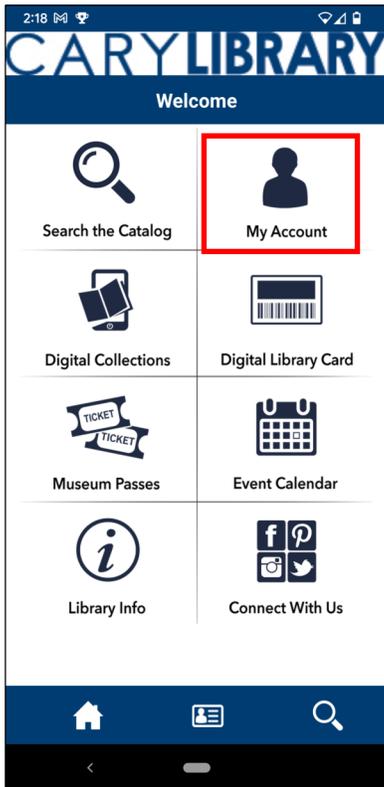


A form will appear asking you to confirm:

- Who the hold is for? (Name of the cardholder will automatically appear.)
- The library where you want to pick up the item.
- Which copy you would like to request
  - NOTE: The only working option is “First Available Copy.” If you request an item that has multiple volumes on the record (may occur if part of a series or a Library of Things item), the hold must be placed through the library’s website or by calling your local library.
- When finished, press Place Hold to request the item.



If the request is successful, you will see a pop-up message. If the message does not appear, contact your library for assistance.



To look at your current holds, press the home icon on the bottom of the screen. Then at the Welcome screen, go to “My Account” and then “My Holds.”



When a hold is ready for pickup, it will turn green and have a status reading “Item Hold Ready for Pickup.”

You will also receive an email indicating the item is ready to be picked up.