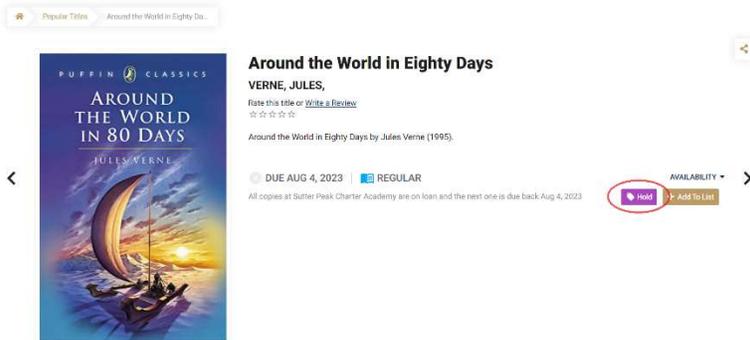
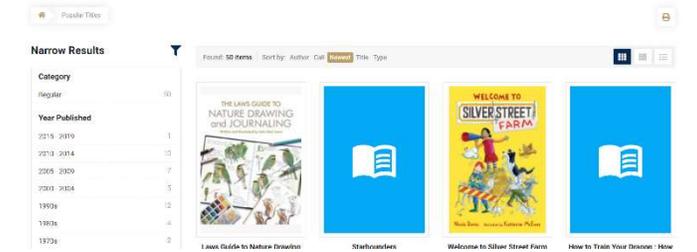


## How To Place an Item on Hold in Surpass

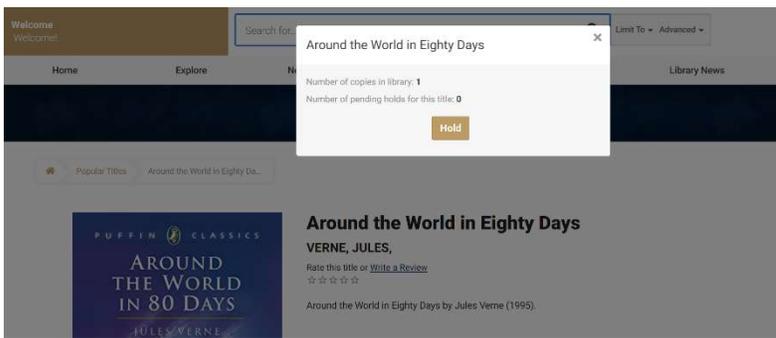
Log in using your Patron ID or email and password. Make sure you change your password after receiving the welcome email from Surpass. Once logged in, select the category of books you are interested in. For this tutorial, I clicked on “Popular Titles.” You can also enter key words in the search bar or use the Explore tab to explore books listed under various topics. Please note: Our library is still being updated to improve searchability of all of our holdings, so if you don’t see an item you are looking for, please ask your teacher to reach out to our librarian.



Browse and select a book you would like to put on hold by clicking on the book of your choice. Click on the purple “Hold” button.



Click on the purple “Hold” button.



It will ask for confirmation. Click the “Hold” button.



Once you have confirmed, your item is officially on hold. Click the “Cancel hold” button to cancel the hold

