

## MJC Library Catalog (OPUS)

<http://virtual.mjc.edu/mjclibrary>

### PLACING HOLDS

#### Why should I place a hold?

1. To request a book at Columbia College be sent to you at MJC (either East or West campus)
2. To request a book from MJC West Campus be sent to you at MJC East Campus (or vice versa)
3. To have the library hold a book for you that is currently checked out to someone else

#### How do I place a hold?

Before you begin searching, if you know you are going to be placing holds, it will be easier if you log in to Opus at the bottom of the search page.

Note: If you do not log in before you begin your search, you will be asked to log in and select your pickup location each time you click **Place Hold**.

- To Log in: In the **User ID** box, type your student ID number **without the W**.
- In the **PIN** box, type in your current PIN and press **Enter**. (*Your PIN is **changeme** until you change it.*)
- Conduct a search.
- When you find an item you want, click **Details** on the left.
- Click **Place Hold** on the left.
- Log in, if required. (See Note above.)
- Select your pickup location.
- Click **Place Hold**. Click **OK**.

QUESTIONS: Call MJC (209) 575-6228 or Columbia College (209) 588-5119