

## How to put an OMS Library book on hold

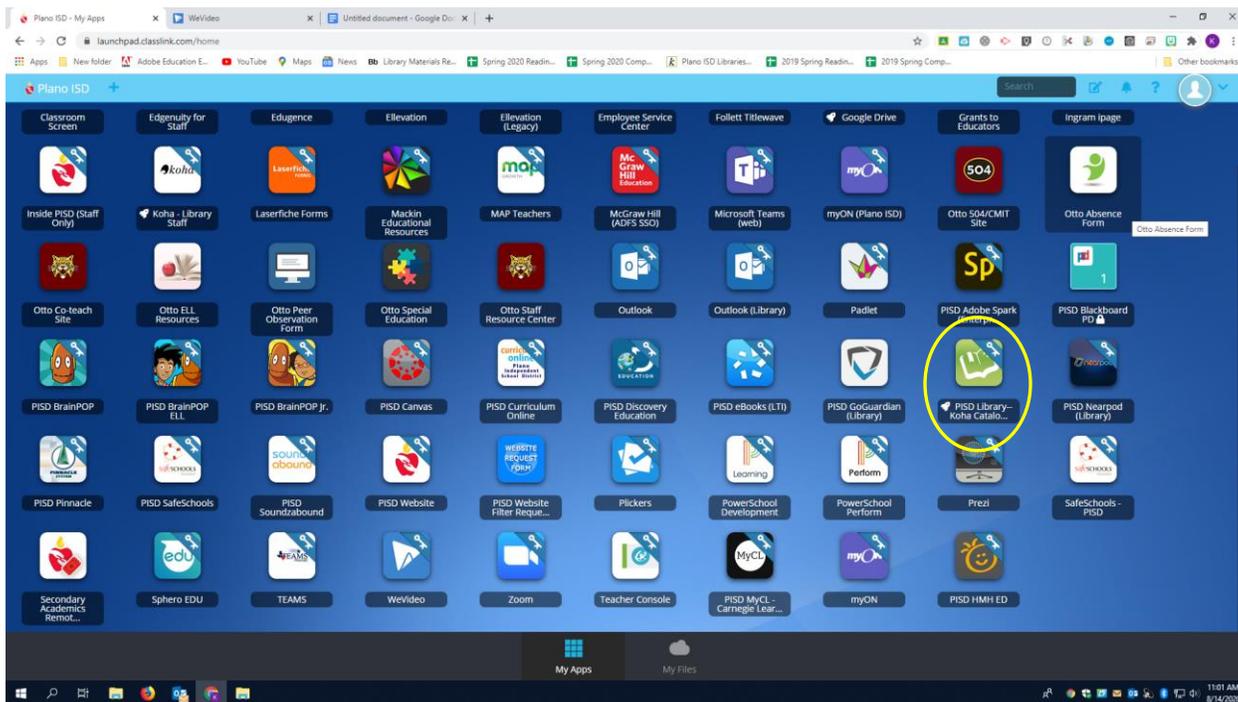
Created August 2020

Why might I want to put a book on hold?

All OMS Library copies of a book you want to read are checked out.

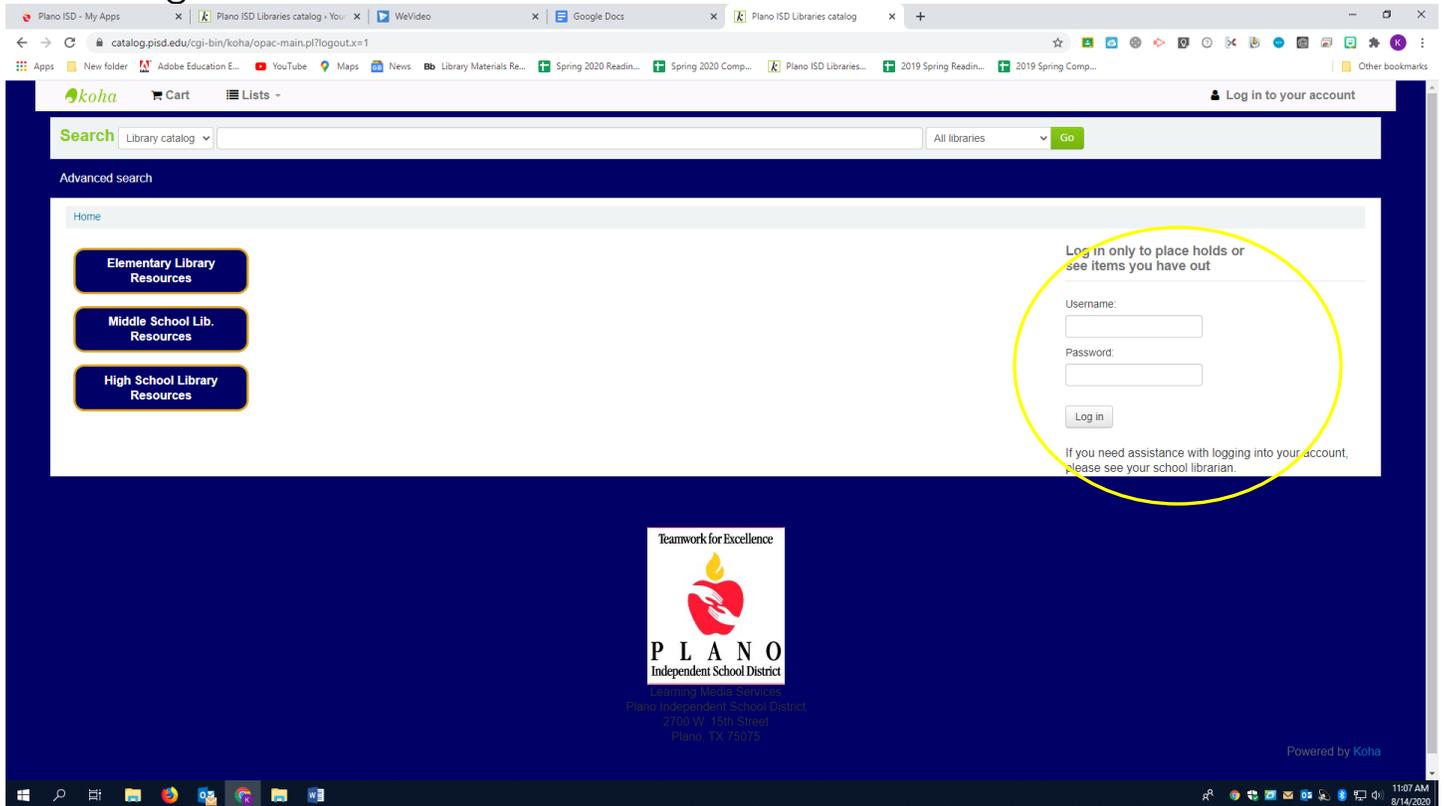
How it's done:

Go to your [webdesk.pisd.edu](http://webdesk.pisd.edu) . Click on the Plano ISD KOHA-Library Catalog app.

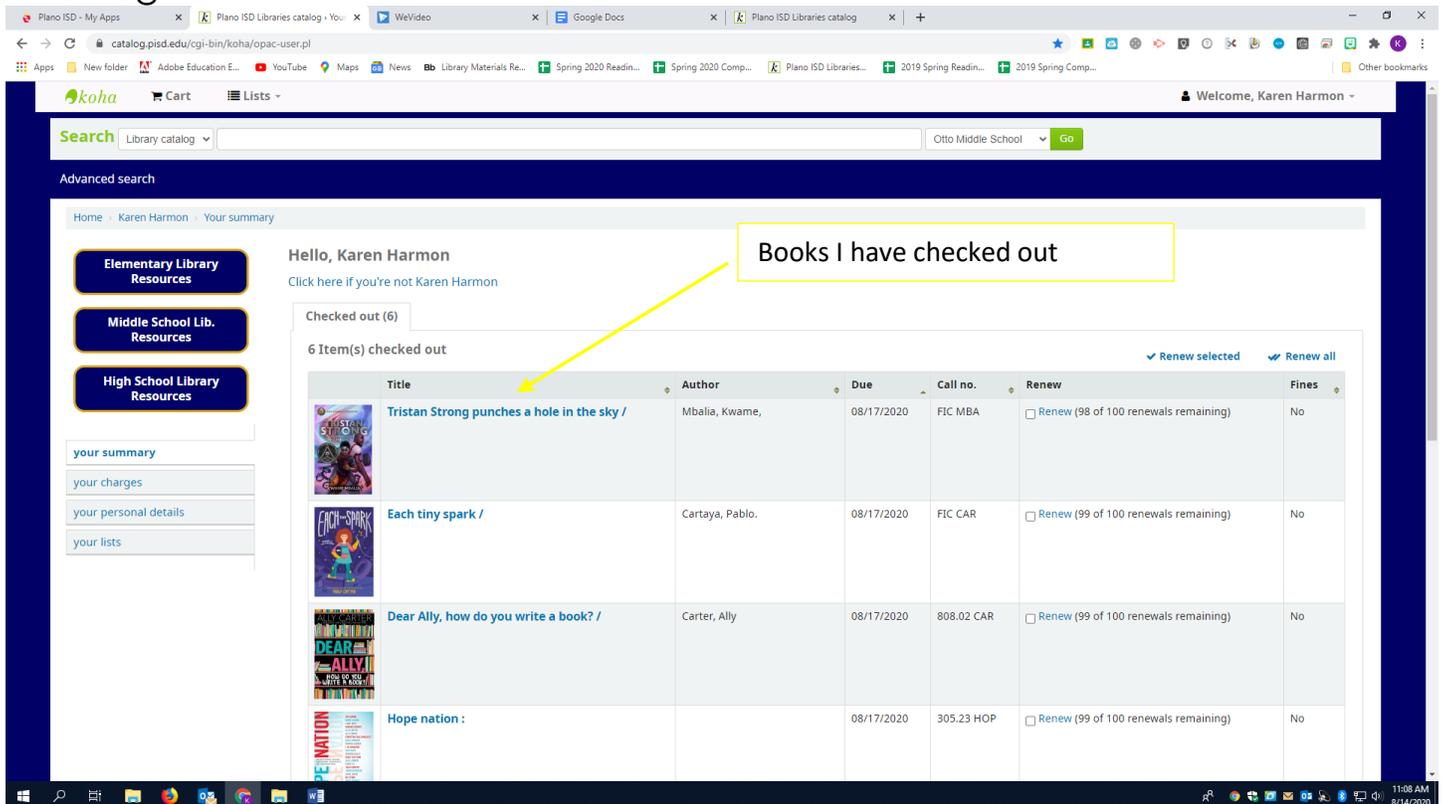


You will end up in the library catalog. If you are not signed in, please do so using your Plano ISD computer username and password.

### Before login:



### After login:



Search for the book you want to check out/put on hold in the library catalog search bar. Remember you want the search to go to “Otto Middle School” not “All Libraries”. See drop down by green Go button. I searched for A Crystal of Time:

Advanced search

Home - Details for: A crystal of time /

**A crystal of time / Soman Chainani ; ill. by Iacopo Bruno.**

By: Chainani, Soman [author.]  
Contributor(s): Bruno, Iacopo [illustrator.]

Series: The school for good and evil ; book 5  
Publisher: New York, NY Harper, an imprint of HarperCollinsPublishers, [2019]  
Edition: First edition  
Description: 624 p. : ill. (some col.) ; 22 cm  
ISBN: 9780062695178; 0062695177; 9780062886415; 006288641X  
Subjects: Good and evil -- Fiction | Magic -- Fiction  
Genre/Form: Fantasy fiction.  
DDC classification: FIC CHA

Summary: Forced to become the queen of the traitor who has imprisoned Merlin and the School for Good and Evil Quest seekers, Sophie teams up with Agatha in a race to save Camelot and help Tedros reclaim the throne.  
Enhanced content: Content Cafe

Normal view | MARC view | ISBD view

Browse results  
Previous | Back to results | Next >

Place hold  
Print  
Save to your lists  
Add to your cart  
Save record  
More searches

Otto Middle School holdings ( 1 ) | Other holdings ( 17 ) | Title notes

Item type	Current location	Collection	Call number	Copy number	Status	Notes	Date due
Book	Otto Middle School Fiction	Fiction	FIC CHA SGE 5		Checked out	School for Good and Evil Book 5	03/16/2020

I see in the picture above that our copy is checked out. I want to put it on hold. Click on the “Place hold” link on the upper right of the screen (see above).

Confirm the hold (see below):

Advanced search

Home - Placing a hold

Confirm holds for: Karen Harmon (7484060)

Place a hold on **A crystal of time /** by Chainani, Soman.

Show more options

Confirm hold

PLANO  
Independent School District

Powered by Koha

And I have now placed a hold on the book I want. A new “Hold” tab has appeared in my account and I can keep track of when the hold comes in.

The screenshot shows a web browser window with the URL [catalog.pisd.edu/cgi-bin/koha/opac-user.pl?opac-user-holds](https://catalog.pisd.edu/cgi-bin/koha/opac-user.pl?opac-user-holds). The page is titled "Advanced search" and "Home > Karen Harmon > Your summary". On the left, there are navigation buttons for "Elementary Library Resources", "Middle School Lib. Resources", and "High School Library Resources". Below these are links for "your summary", "your charges", "your personal details", and "your lists". The main content area says "Hello, Karen Harmon" and "Click here if you're not Karen Harmon". There are two tabs: "Checked out (0)" and "Holds (1)", with the "Holds (1)" tab selected and circled in yellow. Below the tabs is a table titled "Holds (1 total)".

Title	Placed on	Expires on	Pick up location	Status	Suspend	Modify
<a href="#">A crystal of time / Chainani, Soman,</a>	08/14/2020	Never expires	Otto Middle School	Pending	<input type="checkbox"/> Suspend	<input type="button" value="Cancel"/>

Below the table, there are options to "Suspend all holds" until a date, "Clear date to suspend indefinitely", and "Resume all suspended holds". At the bottom of the page is the Plano Independent School District logo and contact information. The system is powered by Koha. The taskbar at the bottom shows the date and time as 11:16 AM on 8/14/2020.

Please know that availability of holds depends solely on our students returning their books on time, and in good condition.