How to Place a Hold (Reserve) on Book through OPAC Terminal

OPAC

(Online Public Access Catalogue)

OPAC helps to find out the details of material available in the library.

Through OPAC a borrower can check

- Catalogue record of books
- Availability of the copies of a title
- If any title not available, can suggest for library purchase
- Placing a hold on a title
- Checking the status of borrowed material, due date, fine etc
- Checking Personal Details

If any title listed in the library catalogue but copies are borrowed by other borrowers. In order to safeguard the availability of the title and copies, borrower can put a hold (reserve) the copies. Here are the steps for placing a hold

1. **URL: Visit to http://library.thapar.edu**
2. **Login Step**

Login with your library account using your Enrolment number and Password as given below:

Figure 1: Login Window

3. **URL: Conducting a Search**

Search for the title you are looking for.

Figure 2: Searching a title and details

4. Copy Availabilities

Look for the status of availability, if not available the borrower can put it on hold

Figure 4: Copy availability status

5. Placing and Hold

Along the side of title details look for the "Place Hold Button"

6.   Choose Copy Details

If want to place hold on specific title, then choose the option or proceed to confirm the hold

7.   Hold Confirmation

Whenever the copy return to the library, borrower will get an alert through registered email address. The book will be kept on hold for 24 hours, if the borrower fails to collect the copies, it will be pass on to next borrower or return to the shelving area.

Please Note: in Order to ensure the proper alerting, the borrower must update valid email address and phone number in order to make proper contact.

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FOR FURTHER ASSISTANCE, PLEAE CONTACT
CIRCULATION HELP DESK

Helpline: helpcl@thapar.edu

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