

## How To Place A Hold on the OPAC

If you are not already at the OPAC, go to [greatlifehawaii.com](http://greatlifehawaii.com) > Leisure > Library > OPAC.



Follow the Joint Base Pearl Harbor-Hickam Library on:



Phone:  
(808) 449-8299

Hours of Operation:  
Tues/Thurs: 12:00 p.m. – 8 p.m.  
Wed/Fri/Sat: 10:00 a.m. – 6:00 p.m.  
Closed Sunday, Monday and Holidays

Location:  
990 Mills Blvd (Bldg 595)  
JBPHH, HI

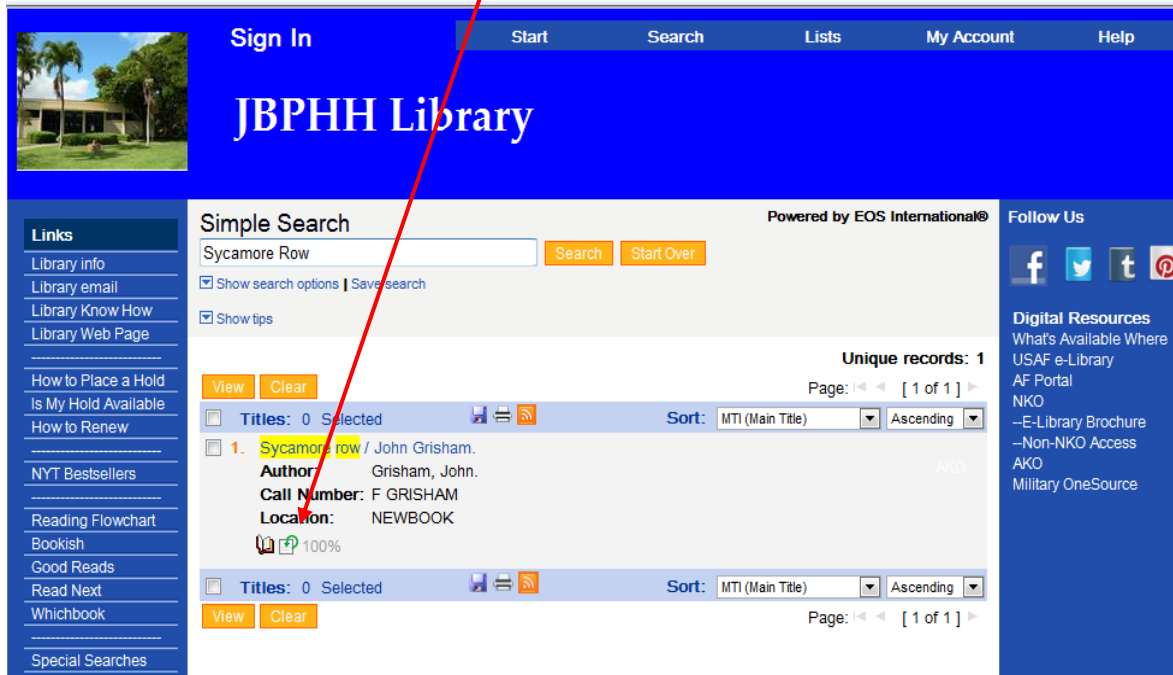
**OPAC - JB Library Catalog**

Locate material, access your account; place holds, renew material, and more.

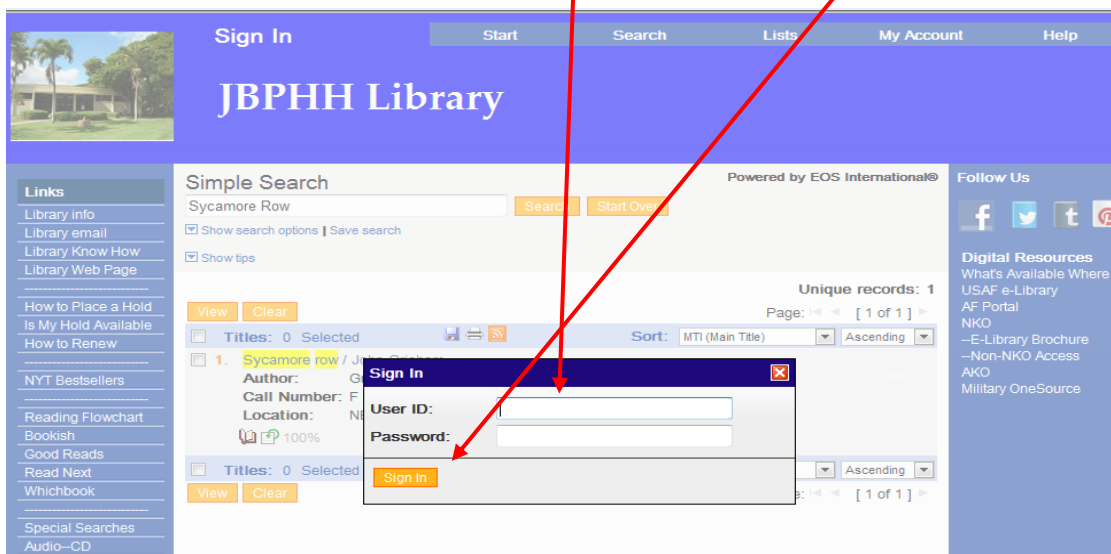
Enter search terms and select Search.

The image shows the search interface of the JBP HH Library OPAC. At the top, there are navigation links: Sign In, Start, Search, Lists, My Account, and Help. The main header reads "JBP HH Library". Below this is a "Simple Search" section with a search box containing "Sycamore Row", a "Search" button, and a "Start Over" button. There are checkboxes for "Show search options" and "Show tips". Below the search box is a "Search types" section with three options: "Browse search", "Advanced search", and "Icon search", each with a brief description of its function. On the left side, there is a "Links" menu with items like "Library info", "Library email", "Library Know How", "Library Web Page", "How to Place a Hold", "Is My Hold Available", "How to Renew", "NYT Bestsellers", "Reading Flowchart", "Bookish", "Good Reads", "Read Next", "Whichbook", and "Special Searches". On the right side, there is a "Follow Us" section with social media icons and a "Digital Resources" section listing "What's Available Where", "USAF e-Library", "AF Portal", "NKO", "E-Library Brochure", "Non-NKO Access", "AKO", and "Military OneSource". Two red arrows point from the text above to the search box and the "Search" button.

Locate the item you want and select the Hold icon.



Sign in to your account. Enter your User ID and Password and then select Sign In.  
Contact the Library if you don't know your User ID and/or Password.



After entering your User ID and Password and selecting Sign In, you may need to select the Hold icon again.

Select Hold.

The screenshot shows the JBP HH Library website interface. At the top, there is a navigation bar with 'Sign Out', 'Start', 'Search', 'Lists', 'My Account', and 'Help'. Below this is the library's logo and name. A 'Hold' form is displayed in the center, featuring a 'Cancel date' dropdown menu set to '11/12/2014' and a 'Hold Note' text area. A yellow 'Hold' button is located at the bottom left of the form. A red arrow points from the text 'Select Hold.' to this button. The left sidebar contains a 'Links' menu with various options like 'Library info', 'Library email', and 'How to Place a Hold'. The right sidebar lists 'Digital Resources'.

Confirmation the Hold has been placed. Also informs you what position you are on the Hold List.  
For this item, you are the third person in line.  
Select Close.

This screenshot shows the same JBP HH Library website after a hold has been placed. The 'Hold' form now displays a confirmation message: 'Hold placed. You are in position 3 on this hold list.' A yellow 'Close' button is located at the bottom left of the form. A red arrow points from the text 'Select Close.' to this button. The rest of the website interface, including the navigation bar and sidebars, remains the same as in the previous screenshot.

If you have an email on file, you will receive an email notification when the item is available for pickup.

For more information on positioning and availability, refer to the “Is My Hold Available” tutorial.