**Step-by-Step Guide**

**How to Place Books on Hold**

1. **Two ways to access the catalog:**
   - Catalog icon
   - Click on Koha icon
   - Library Catalog

2. **Log in**
   - Use eRaider and password (TTUHSC El Paso Affiliates)
   - Contact library staff for issued user name and password
     - Community user
     - Friend of the library
     - Contracts

3. **After Login**
   - Search for item

**Tip:** Change relevance to publication/copyright Date: Newest to Oldest to locate newest edition.
After locating
- Place hold

You will receive an email when item is ready for pickup at your selected library.

Select where to pick up item.

Fill out if you do not need item after a certain date.

Notes specific to hold.

View your completed hold
- Log off
We are here to help you

Contact info:

Library Circulation
AEC  915-215-4315
MEB  915-215-4306

AEC Location
4800 Alberta Avenue
El Paso, Texas 79905
  915-215-4315

MEB Location
5001 El Paso Drive
El Paso, Texas 79905
  915-215-4306

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