How to Place Books on hold
Step -by-Step Guide

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

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

You will receive an email when item is ready for pickup at your selected library.
We are here to help you:

How can I find a book or any other library materials?

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