

## Self-Study Module # 8

### Searching for Materials and Placing Holds for Patron

Real Life Library Scenario	Patron is doing a report on WW II era submarines. She needs two or three books on the subject.
Assignment	Use Item Search to find two or three books (videos are also acceptable) featuring information on WW II era submarines for your practice patron. If necessary, request them from other libraries by placing holds on them.

Instructions	<p><b>Searching</b></p> <p>This is your first self-study where I really let you loose to try to do it by yourself. Use Item Search wizard to look for books in your library first. If you do not find what you need in your local library, expand your search to all libraries. NOTE: If you don't find what you need in your local collection, go to the Place Holds wizard for your extended search. That way, when you find what you need, you can immediately place a hold on it.</p> <p><b>Placing a System Hold:</b></p> <ol style="list-style-type: none"><li>1. Open the Place Hold wizard, then scan your practice user's card.</li><li>2. Use the Item Search helper within the wizard to find materials that meet your need. When you find an appropriate item, click on [Place Hold] to return to the Place Hold wizard.</li><li>3. For each hold you place, use the following settings: <b>Deliver to:</b> Your local library <b>Expires:</b> November 15th <b>Range:</b> Title <b>Level:</b> System</li><li>4. Once the settings are complete, click [Place Hold] again.</li><li>5. Choose [Place Another Hold for this user] if necessary. When you return to the search helper, your previous search should still be showing.</li></ol> <p>This can be a particularly difficult assignment. Remember to check out the RSA training forums for hints or to post questions.</p>
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<b>Terms and Definitions:</b> <b>System Hold</b>	A system hold is a request for Unicorn to get a particular item for you, looking in other <u>RSA libraries</u> as necessary. Prior to Unicorn, this would have been considered an Inter-Library Loan.
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