Placing HOLDS on TAFEcat

**STEP 1** Open the TAFEcat-TAFE NSW home page at [http://tafecat.tafensw.edu.au/tafecat.html](http://tafecat.tafensw.edu.au/tafecat.html)
Select your campus library, and then click “Go to the catalogue”.

**STEP 2** Logon to TAFEcat and search item

**STEP 3** Select your item from search results list. Click on the Title to retrieve the Item Details.

**STEP 4** Item Information indicates that the item is checked out; you can now click “Place Hold” from the left hand panel.

**STEP 5** Pickup location defaults to your campus Library, i.e. Meadowbank in this example. Select...
STEP 6: If the Hold is successfully placed, you will find the item listed on the results page. Check contact details carefully and click OK to complete the request.

If the Hold request fails, you will be notified under Hold(s) Failed. Click OK to close the window.

NOTE:

1. Details of the on hold items can be seen on My Account.

2. Contact your local campus library for
   - unsuccessful holds
   - change in contact details
   - cancelling existing holds when the item is no longer required

3. To contact your campus library call 9942 0100 and select your library from the menu provided. Use our Request and feedback form to send an email to your campus library.