Quick Tips for Holds in the RSA Cat Library Catalog:

- Login to the library catalog in the upper right portion of the screen with your library card barcode number (example: D290123456) and your library provided PIN.
- Remember to click the “Logout” link when you are finished.
- If you have an email in your library account you will receive email notifications when your holds are available for pickup.
- The holds portion of your “My Account” page will also show when an item has been transited to your pickup library to fill a request.

Placing holds in RSA Cat gives you access to over 2.6 million items!

Get The Materials You Want Using Holds

My Account PIN (password) in RSA Cat is:

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http://rsacat.alsrsa.org

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To place holds in RSA Cat, login to the catalog (upper right corner of the catalog) using your library barcode and PIN (password).

After you login, your name will replace the login boxes.

You can place holds without logging in but you will be asked to supply login information for each item.

**To Place a Hold:**

1. Search for the material you are interested in. The search results page will appear.
2. Click on a blue Details button or the item title to display more information about the item you selected.
3. On the Item Details screen click on the “Place Hold.” link.
4. On the Place Hold screen, you can:
   - change your Pickup Library.
   - set an expiration date after which you no longer want to receive the hold.
   - Set a suspension start and end date if you will be out of town and do not want your hold filled during a certain period.
   - Click on the “Place Hold” button to complete your hold.
   - You will see a message if your hold is successfully placed or a notification if the hold is not allowed. Not all items are eligible for holds.

**About Holds:**

- Holds are filled in the order in which they are placed in the system.
- Not all materials are available for holds; a message will inform you if your hold is not successfully placed.
- You will be notified by the Pickup Library or by email when your hold is available for pickup.
- If you no longer need an item you have on hold, you can cancel it in your “My Account” page. Click the “Review My Account” link then click the “Holds” tab to cancel or suspend items.
- The Item Details screen shows how many total holds in the system have been placed against the item you are viewing.
- If all copies of an item are checked out, the system generates an estimated availability timeframe. This is just a general guideline and can change day by day.