How to Place a Hold on Books?

When you wish to borrow a library item that is checked out by another patron, you may place hold on that item by

- Asking Circulation Desk Assistant to hold it for you, or
- Placing Hold online using your Library account.

Please, follow the corresponding instructions below.

1. Go to the Library catalog at http://a10310uk.eos-intl.eu/A10310UK/OPAC/Index.aspx and search the item you need.

2. The Status of Library item tells **Checked out**

3. Click on the Hold icon
4. Login screen will appear

5. Enter your login information: User ID and Password

6. Hold screen will appear
7. From **Cancel date** drop-down menu select the date after which you don’t need the book.

8. This screen tells that your hold was placed successfully.

*When the book becomes available you’ll be usually notified by phone.*
How to Delete/Cancel a Hold?

You may remove or cancel a Hold, by

- Asking Circulation Desk Assistant to remove/cancel your hold, or
- Removing/Cancelling Hold online using your Library account.

Please, follow the corresponding instructions below.

1. Go to [http://a10310uk.eos-intl.eu/A10310UK/OPAC/Index.aspx](http://a10310uk.eos-intl.eu/A10310UK/OPAC/Index.aspx) and click on My Account.

2. Enter your login information: User ID and Password

   User ID is your library card barcode

   Password is your surname
3. Check the box next to title and click on **Delete**

5. The screen will appear confirming that hold has been deleted.

To log out of your account, click on **Sign Out**

For more assistance/information, please, do not hesitate to contact us via

- Phone call 060 61-27-64
- email library@aua.am
- Ask-a-Librarian

Thank you.
Best regards,
Library Administration