How to Place a Hold on an RSC Library Book

Placing a hold on an RSC library book is a two-step process – creating an account and then placing the hold.

Step 1: Creating an account

1. From the RSC library catalog page, click “Sign in” next to “My library account” in the upper right corner of the library catalog home page.

   ![Sign in image]

   SC Library

2. Your User Name is your RSC ID# (numbers only). Enter it and click “Set/reset password.”

   ![Set/reset password image]

3. The following message appears. Enter your RSC ID# again and click “Request new password.”

   ![Request new password image]

4. A message containing a link for creating your password has now been sent to your RSC student email account.

   ![Library Password Management image]

5. Click the link in your email message and follow the instructions on screen. Please remember your password, as library staff cannot look it up for you; if you forget it, please repeat the Set/reset password procedure.

   ![Change Password image]

This is the end of Step 1.
How to Place a Hold on an RSC Library Book (cont’d)

Step 2: Placing a hold

1. Once you have created your account (Step 1 above), you must always sign in to your account in order to place a hold on an RSC library book.

2. After you have signed in, the “My library account” is now a hyperlink, followed by “Sign Out” (instead of “Sign in”).

3. Search the library catalog; when you find the title you want, click the Place Hold button.

4. The following screen will appear. Click Submit to place the hold.
5. Once you have successfully submitted the hold, the following screen will appear. Click **Close Window** to return to the previous page. You can now continue searching for additional items.

![Request a hold for this item](image1)

6. To view your holds, as well as any items you currently have checked out or fines you may owe, click the **My library account** link. You will then see your account dashboard; click the tab for the transactions you wish to view.

![My Rose State College account](image2)

**PLEASE NOTE:**

- You may place or have on hold a **total** of 5 items on your account.

- Once the items you have requested are available at the Library, you will be notified **via your student email account** that the item is ready for pickup. **Please check your student email, as this is the only method of notification currently available.**

- The RSC Library is temporarily located at The University Center, on the west side of Hudiburg Drive, just north of the Communications Center.

- Please call 733-7338 if you have any questions about placing a hold.