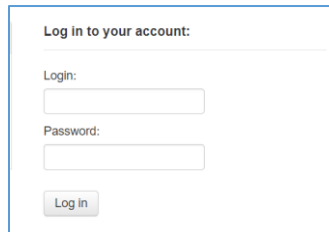


**In order to reserve a book , please follow the steps below:**

- 1- Get your account from your librarian
- 2- Visit: <http://librarycatalog.bau.edu.lb/>
- 3- Login using your account (image 0)

***Image.0. Log in form***



Log in to your account:

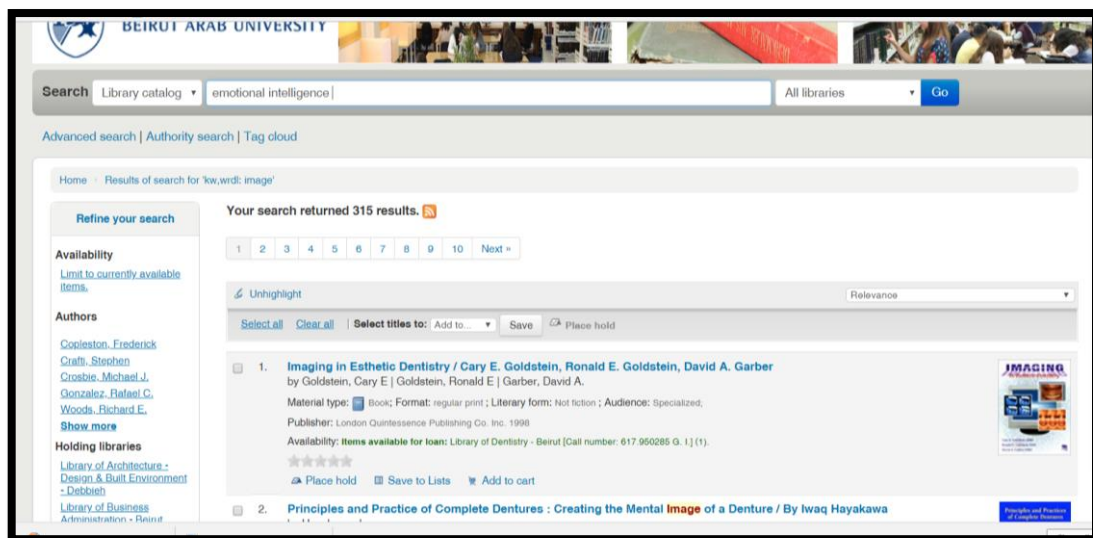
Login:

Password:

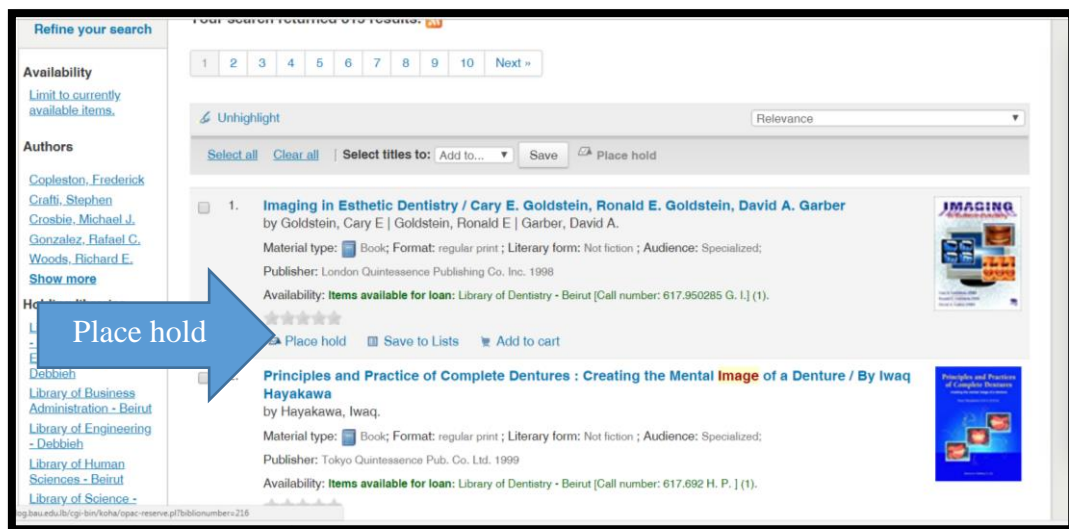
Log in

- 3- Search by “title” or “Keyword”( image1)
- 4- Click on “**PLACE HOLD**” below the title that you need to reserve (image 2)
- 5- Confirm (image 3)
- 6- Check your summary (circulation history, holds, checked-out items, personal details) (image 4)

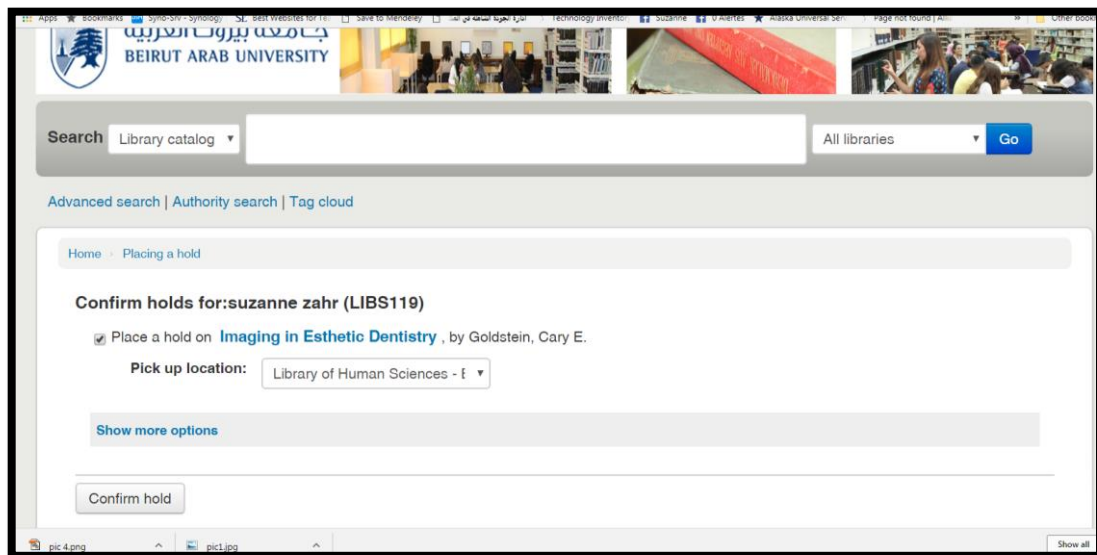
***Image.1. search for the book***



*Image.2. Click on the title*



*Image.3A. confirm hold*



Optional: you can click on show more option to add a note and to set an expiry date for their holds (hold not needed after) / *Image 3B*

*Image.3B. Optional Steps before confirming your hold*

Home > Placing a hold

**Confirm holds for: koha (1)**

Place a hold on **Imaging in Esthetic Dentistry** , by Goldstein, Cary E.

Pick up location:

**Hide options**

Hold not needed after:  [Clear date](#)

Hold notes:

*Image.4.check your history ...*

Advanced search | Authority search | Tag cloud

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your summary

your fines

your personal details

your tags

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**Holds (1 total)**

Title	Placed on	Expires on	Pick up location	Status	Suspend	Modify
<b>Imaging in Esthetic Dentistry</b> Goldstein, Cary E.	21/03/2018	Never expires	Library of Human Sciences - Beirut	Pending	<input checked="" type="checkbox"/> Suspend	<input checked="" type="button" value="Cancel"/>

Suspend all holds until  [Clear date to suspend indefinitely](#)