
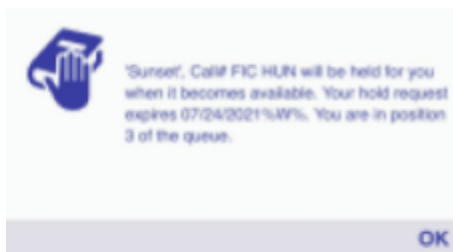


How to Place a Hold in Researcher for Library/ Textbooks



Placing a hold in Researcher is fun and simple!

1. Find the book you want to place on hold using AMS Library Catalogue online at <https://ajhs.goalexandria.com/search#>
2. Click on the books
3. Click on the  symbol hold icon.
4. Log in to your account if you're not already logged in. Your username is your Lunch # (stu ID #) Your Password is your last name all lowercase all one word. * don't forget to log out once done if you are using a public computer! *
6. Click **Place Hold** to place the hold, or click **Cancel** if you want to place a hold on a different book. Only books with "available" status can be pulled and checked out to you. Book copies with "in processing" or "checked out" cannot be checked out to you.
7. A confirmation will pop up letting you know your hold has been placed. **DO NOT COME YET** to collect book. :)



Please disregard computer generated date. Software cannot be altered. Ms. Garcia will email you when book is ready for pick up.

8. You will receive an email from AMS library/ MS. Garcia when your book is checked out & ready for you to come and collect. Please WAIT to come to the AMS office to pick up a book until you get an email from the librarian.
9. Holds reports are run twice a week and can take a couple days to fill requests.
10. Have fun reading! When done with the book please return to labeled boxes in the AMS front office.

Any questions about book holds please reach out to Ms Garcia @ natashagarcia@atasusd.org or 8054624360 ext 353119

