Books that are *out on loan* to another borrower may be reserved by placing a Hold or Request on them as follows:

- Go to the Library Catalogue at [http://library.dit.ie](http://library.dit.ie)
- Search for the book you require on the Library Catalogue and click on the ✔️Request button
- Then enter your ID number and Library PIN and click Submit. Next select the copy you wish to place a hold on and click on Request Selected Item.
- When the item is returned, you will receive a notification via your DIT email account. You can collect the item from the Library Desk. Requested items will be kept at the library desk for one week and are then re-shelved.
- Holds may be canceled or viewed at any time via your DIT Library Account. At the Library Catalogue ([www.library.dit.ie](http://www.library.dit.ie)) click on LOGIN on the top right of the page to enter your Account.