



PamCat Guide #3

“Holds Features”

Pamunkey Regional Library’s online catalog, PamCat, makes it easy for you to place “holds” on books and other materials.

Please login to your PamCat account before placing holds.

record 1 of 38 for search everything "Diana Palmer"		
Item Information	A Look Inside	Catalog Record
Night fever Palmer, Diana.		

After locating the title you wish to place on hold, click on “Details” to go the “Item information” screen. The “Place Hold” link is at the far left of the screen, above the “Keep” button. Click on this link to go to the holds screen.

Place Hold

Find more by this author

Nearby items on shelf

On the “Hold” screen, using the drop down menu, select the branch library where you want to pick up your materials. When your information is entered correctly, click the “Place Hold” button. If you need to make a change to your pickup location, you can click the “Clear” button and start over.

Hold(s) Placed
name: Smith, Jane
Library Card # 20000 XXXXX
Alternate ID: XXX-XX-XXXX
Night fever Palmer, Diana.
F PAL
expiration date: NEVER

Once your hold is placed, you will see your card and hold information screen. Click the “OK” link and you will return to the “Item information” screen. Click the “Go Back” link to go to the “Search Results” screen or choose another action from the menu bar above.

To see your place in the holds queue (list), please click on “My Account” on the menu bar. Click on “Review My Account,” and scroll down to your holds list. Here you can also delete any of your holds by selecting the box next to the title, then clicking “Cancel selected holds.”



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(side 2)

PamCat FAQs

Frequently Asked Questions About PamCat

Q: Can I get a list of magazines in PamCat that the library owns?

A: Yes, you can now search for magazines in PamCat by title (not periodical title).

Q: I can't remember my password for PamCat. Can you reset it for me?

A: Please contact any branch library and a staff member will reset your password back to "CHANGEME," which you can customize to make it easier to remember.

Q: I've found a book, in the UVA catalog, using the "Other Library Catalogs." How can I get this item?

A: If we do not own this book, please ask a staff member about placing an interlibrary loan.

Q: Do you still have copies of the new items list?

A: Click on "New Arrivals" located on the PamCat menu bar. Please see the "Special Features Guide #5" for more details.

Q: I tried to find the title, *Not Even For Love*, and saw really strange results.

A: AND, OR, NOT, WITH, and NEAR are PamCat search terms. If one of these words is part of the title, you'll need to put the title in quotation marks, for example, "Gone With the Wind." See PamCat's "Basic Guide #1" for more information on using these search terms .

Q: What's the difference between “Hold” and “Keep?”

A: Clicking on “Keep” next to a title will keep a list of items you have selected. Scroll to the top of the screen and click on “Kept” to see the list you have made. The email feature is currently unavailable. If you have any questions about the “Keep” feature, please ask a friendly staff member.

