Placing HOLDs on TAFEcat

**STEP 1** Open the TAFEcat-TAFE NSW home page at [http://tafecat.tafensw.edu.au/tafecat.html](http://tafecat.tafensw.edu.au/tafecat.html)
Select your campus library, and then click “Go to the catalogue”.

Meadowbank College Library

**STEP 2** Logon to TAFEcat and search item

**STEP 3** Select your item from search results list. Click on the Title to retrieve the Item Details.

**STEP 4** Item Information indicates that the item is checked out; you can now click “Place Hold” from the left hand panel.

**STEP 5** Pickup location defaults to your campus Library, i.e. Meadowbank in this example. Select
STEP 6: If the Hold is successfully placed, you will find the item listed on the results page. Check contact details carefully and click OK to complete the request.

![Results of Hold Request(s)](image)

If the Hold request fails, you will be notified under Hold(s) Failed. Click OK to close the window.

![Results of Hold Request(s)](image)

**NOTE:**

1. Details of the on hold items can be seen on My Account.

![My Account](image)

2. Contact your local campus library for
   - unsuccessful holds
   - change in contact details
   - cancelling existing holds when the item is no longer required

3. Contact phone numbers for Meadowbank Campus Library: 9942 3720 and 9942 3724
   Email: meadowbank.library@tafensw.edu.au

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