Placing a hold on a pukapuka (book)


1. Navigate to the University of Canterbury Library homepage: canterbury.ac.nz/library/
2. Put a few words from the pukapuka title and an author last name into the MultiSearch box.

3. Find the pukapuka you want in the results list.

4. Click on the pukapuka title. This will open a new window with the catalogue record (see below).

5. Always choose “Request first available copy” to place the hold. Follow the prompts, putting in your UC username and password. Select the Library location that you want to collect the pukapuka from (if you are a distance student, select “Postal Service”. Check your ‘Hold queue position’.

You will get a text / email when the pukapuka is available (or about to be posted [along with a FreePost return sticker] if you are a distance student. nb. you do not need to reply to this email).
To remove a hold

1. On the UC Library homepage, click on “My Library Account” under Services and Facilities.
   Follow the login prompts.

At your Account Overview, you will see what items you have out, and any Hold Requests.

Click on Hold Requests. Tick the box beside the request you want to cancel. The click the ‘Cancel request’ button.

Help

Use AskLive to chat with a librarian online, or come and see us in person 😊