Placing a hold allows you to reserve the book to be picked up at the DBU Library circulation desk. Library staff will notify you when the book is ready to be picked up (holds expire after 8 days).

NOTE: You cannot place holds on Course Reserve, Special Collections, or Reference items.

Step 1. Go to DBU library website: <u>http://libguides.dbu.edu/library</u>. Type your topic or book title in the blue search bar and click **Search**.

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a and the	Search
	1
EDCCO	1670

Step 2. Search the results for your book and click on the title (ex. The Leadership Lab) to expand a detailed view and the option to place a **Hold**.

1	👫 Cite 式 Share 🛱 Save
CHRIS LERIS & PPPA RALINGREN	The leadership lab: understanding leadership in the 21st century
тис	Authors: Chris Lewis 1961- (Author), Philippa Malmgren (Author)
LEADERSHIP	Print Book 2019 London ; New York, NY : Kogan Page Inspire, 2019.
Understanding leadership	Summary: "Today's business world has been rocked by seismic geopolitical and economic shifts, ongoing financial challenges mean for their own leadership narrative?"Back cover.
200 1000	Show More 🗸
	✓ Available
	Dallas Baptist University, Dallas Baptist University Library MAIN - BOOK
	HD 57.7 .L4758 2019
Worldwide Editions and Fo	rmats <u>View All (13)</u>

Step 3. Click the PLACE HOLD button located to the right.



Step 4. DBU students click on **STUDENT LOGIN**. Faculty and staff have a separate login.

Remember my se	election
<	STUDENT LOGIN
	FACULTY & STAFF LOGIN
	GUEST LOGIN

STEP 5. Enter **MyDBU** credentials and click **Sign in**. On the next page you will have verification options.

Sign in		BA ← johndoe@dbu.edu	
ohndoe@dbu.edu		Enter password	
Can't access your account?	1		
		Forgot my password	
			Sign in

Step 6. Click the ^I for **Dallas Baptist University Library MAIN** – **BOOK** and click on **Submit**.

TIP: You can select a particular copy, dates needed, and add optional notes!

Required *	a riace hold nequest	
1 1 a	available from 1 copy of this title.	
THE LEADERSHIP LAB	The leadership lab : understanding leadership in the 21st century by <u>Chris Lewis</u> , <u>Philippa Malmgren</u> Print Book OCLC Number: 1038036036	
	I need *	
	Any Copy	۲
	I want it from Ø Dallas Baptist University Library MAIN - BOOK	
	I want to pick up at *	
	Dallas Baptist University Library	•
	 Dates I need it Item description(s)/Notes 	
		G
	Submit Cancel	

Step 7. Congratulations! You will receive a confirmation of your place in the hold queue. Please allow at least a day for the hold(s) to become available.

