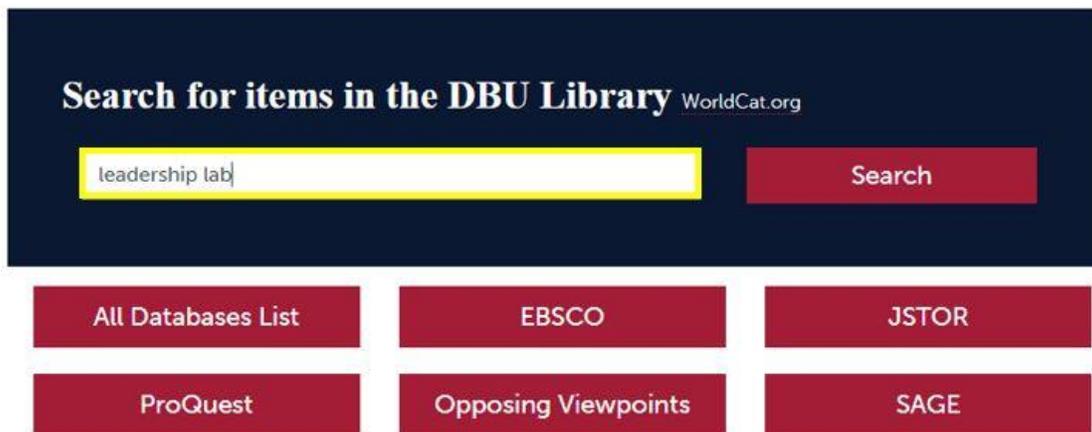


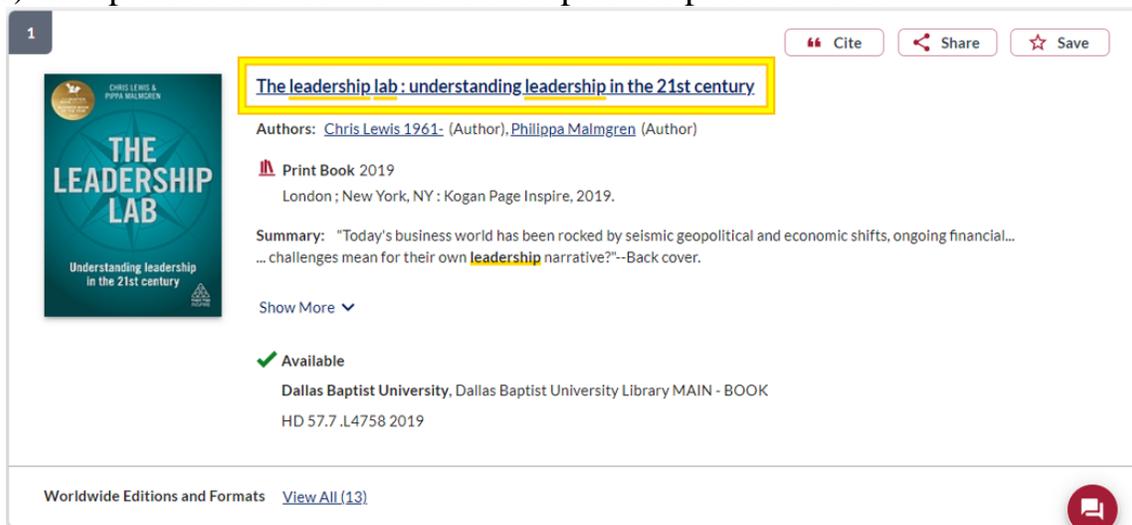
Placing a hold allows you to reserve the book to be picked up at the DBU Library circulation desk. Library staff will notify you when the book is ready to be picked up (holds expire after 8 days).

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

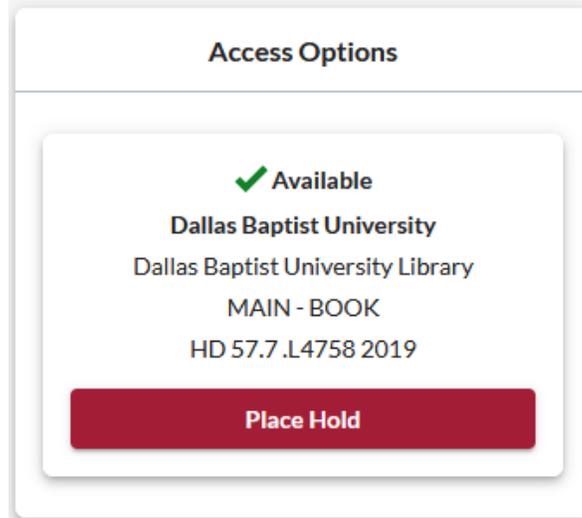
**Step 1.** Go to DBU library website: <http://libguides.dbu.edu/library>. Type your topic or book title in the blue search bar and click **Search**.



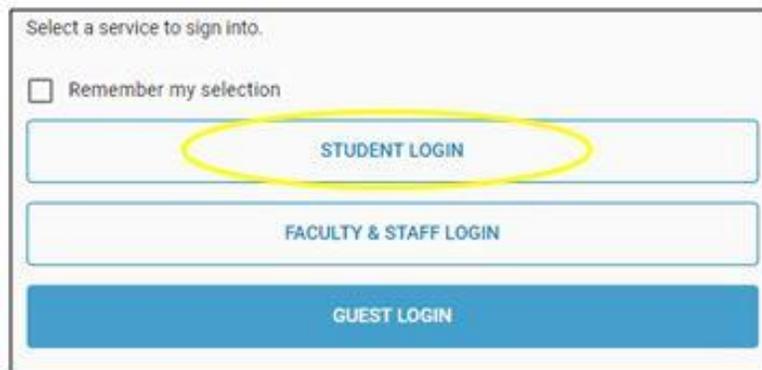
**Step 2.** Search the results for your book and click on the title (ex. The Leadership Lab) to expand a detailed view and the option to place a **Hold**.



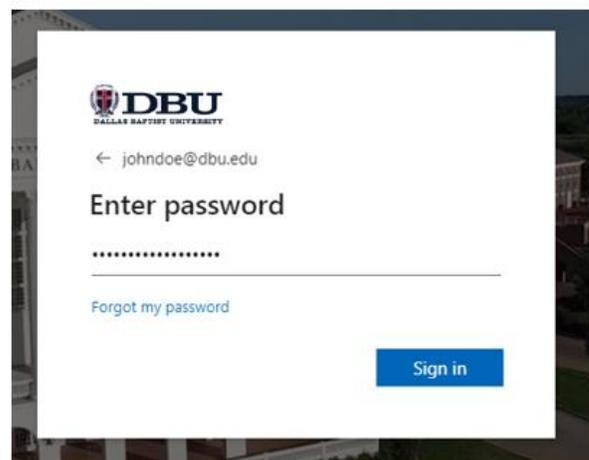
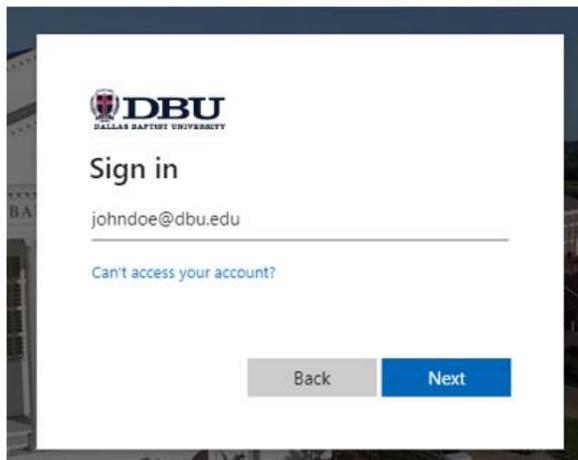
**Step 3.** Click the **PLACE HOLD** button located to the right.



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



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



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

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

Submit a Place Hold Request  
Required \*

**i** 1 available from 1 copy of this title.

 The leadership lab : understanding leadership in the 21st century  
by [Chris Lewis](#), [Philippa Malmgren](#)

 Print Book  
OCLC Number: 1038036036

I need \*

Any Copy

I want it from

Dallas Baptist University Library MAIN - BOOK

I want to pick up at \*

Dallas Baptist University Library

 Dates I need it

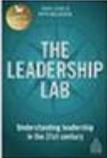
Item description(s)/Notes

**Submit**

**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.

Place Hold Submitted

**✓** You are 1 of 1 in the hold queue.

 The leadership lab : understanding leadership in the 21st century  
by [Chris Lewis](#), [Philippa Malmgren](#)

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OCLC Number: 1038036036