Guide to Online Holds and Recalls

Drew faculty, students and staff may place a hold/recall on checked-out items while browsing in the library catalog:

- When viewing a title record in the catalog, the item’s Level will appear next to its call number in blue or CHECKED OUT will display in red.
- If the item you want is checked out, click [place a hold/recall request].
- Prompt will require your uLogin ID (Drew user name) & password.
- Click [to place a hold for] to complete the process and you will be placed in a hold queue.
- To find out your place in the hold queue, check your “My Library Account.”
- Wait time: an item placed on hold will be recalled once the current borrower has had the item for 20 days. As the current borrower then has 10 days to return the item, you may have a wait time of over 30 days if the item was just checked out. If you are second in the queue, your wait time may be over 60 days. The Circulation department can let you know when an item was checked out so you can better calculate your wait time.
- In your “My Library Account” you may cancel your hold if you no longer need the item. If a hold item is marked “available” it is being held for you at circulation; if “unavailable” item has not yet been returned to the library.
- Item will be held at Circulation Desk for no more than 10 days.
- Hold request limit: 10 items.
- You will be notified by Drew email when your requested item is available for pick-up.
- Hold requests may also be submitted by completing a recall card at Circulation.
- You may place a hold on books that are on order. If you require this title quickly, please submit an InterLibrary Loan request as wait times for ordered books vary widely.

Should you have any difficulties placing a hold online, please come to the Circulation department or call us at 973-408-3486 and ask to speak with a Circulation Supervisor. Some holds cannot be processed online (if there is more than one copy, more than one volume, the book is not checked out or on order, etc.) and a Circulation Supervisor can help you navigate these issues.