# Hold and Basket Essentials

### Table of Contents

Placing a Hold	2
Copy Specific Holds	2
Hold Notifications	
To Suspend a Hold	2
Book Group Holds	
Placing Multiple Holds	

## **Placing a Hold**

#### **Title Holds**

Most holds can be filled with any holdable copy of a title, so a Title Hold is placed. Holdability is determined by a combination of owning location, patron library, pickup location, shelving location, and status.

From the Title Results List, select the Place Hold Button. The Place Hold Form opens.

#### Item Holds

If a particular copy is needed, place an Item Hold.

From the Title Details screen, on the item detail line, select Item Hold. The Place Hold Form opens. The hold(s) display at the bottom

of the screen with the Holds Status Hold Pending.

#### The Place Hold Form

← Return	Place Hold (DEMO, ALLISON	)			Q Search for Patron			
Place	hold for patron by barcode:	2103830003	047d	Submit	Notifications			
Ŭ	hold for this staff account:	allisonmidgley			Notify by Email		Email Address	amidgley@wlsma
Pickup Le	ocation:	MAM						
🗌 Suspe	nd Hold	yyyy-mm-d			Notify by Phone		Phone Number	9148390327
Number	of copies:	1		~	Notify by SMS		SMS Number	9148390327
					SMS Carrier		Verizon Wireless	÷
					Place Hold(s) Re	eset		
Placing TITLE I Format	nold on record(s) Title	Author	Part		Call Number	Barcode	Holds Status	Override
	The woman who died a lot : now with 50% added subplot	Fforde, Jasper.	N/A		ANY	ANY	Hold Pending	

Scan patron barcode ID or search for patron to find ID.
 \*\*DO NOT USE "Place This Hold For Me." It is associated with a staff transactional account and will not work.

Personal Author		1. IASPEL	The Eye of Zoltar		@ WEST @ DOB	TCN: 3938421	Created 3/2/19 by equinox
Fforde, Jasper	31	Alle	Fforde Jasper.	-,	-	Holds: 0	Edited 3/2/19 by equinox
Fforde, Katie	19	2 allar	Call Number: J FICTION FFORDE (CHRONICLES OF KAZAM 3)				
Topic Subject	16	A CONTRACTOR OF	Phys. Desc.: 416 pages ;., print Publisher: [Place of publication not identified] : Houghton Mifflin Harcourt, 2014.				
(Fictitious character)	10		ISBN: 0547738498 ;, 9780547738499 :				
Women detectives	13	2. THE WOMAN	The woman who died a lot Fforde, Jasper.	1 / 1 items 0 / 0 items	@ WEST @ DOB	TCN: 3875185	Created 3/2/19 by equinox
Characters and	11	WHO DIED A LUT	CD Audiobook A Preloaded Audio			Holds: 0	Edited 3/2/19 by equinox
characteristics in literature		-34	Call Number: CD MYSTERY				✓ Place Hold
Books and reading	9	JASPEN FFORDE	Phys. Desc.: 9 audio discs (approximately 11 hr.) : digital ; 4 3/4 in., sound disc				
Magic	5		Publisher: Prince Frederick, MD : Recorded Books, 2012. ISBN: 1464045968, 9781464045967				
Genre		3. 🗆 📢	The woman who died a lot : now with 50% added subplot	11 / 11 item	s @ WEST	TCN:	Created 3/3/19 by
Fantasy fiction.	22	WOMAN	Fforde, Jasper.	0 / 0 items	@ DOB	3861659 Holds: 0	equinox Edited 3/3/19 by equinox
Romance fiction.	14	wutwitten	No Book			Holus: 0	✓ Place Hold
Detective and mystery fiction.	13	Allar	Call Number: FICTION FFORDE Phys. Desc.: x, 366 pages : illustrations ; 22 cm., print				

#### # Location Call Number / Item Notes Part Circulation Active/Cre... Holdable? Barcode Shelving Status Modifier Location Date Book 1 ARD FICTION FFORDE 310001509998( Fiction 03/05/2019 Item Hold Available View | Edit Call Number H Edit

- 2. Verify the pickup location.
- 3. To suspend the hold,
  - a. under Suspend this hold, click the checkbox
  - b. click Set Activation Date
  - c. enter a date in the Activate On box in MM/DD/YYYY format.
- Verify Notifications. Notifications will follow the patron default preferences (set by staff or patron account). Phone numbers must be entered WITHOUT spaces or dashes. Email addresses must be in lowercase format.
  - a. Multiple notification methods are available.
  - b. Making changes here creates a one-time variation to the patron's defaults.
- 5. Click Place hold(s)..

#### **Book Group Holds**

Select the number of copies that you need from the drop-down menu. (This option is only available through a title hold). Follow steps 1 - 5.

### Placing Multiple Holds by Using a Basket

Adding items to a basket will allow you to act on multiple items at once.

In one or more title results lists,

- For each desired title, select the check box near the title. This will automatically add it to your basket. In the Basket Actions drop down menu, *Add All Search Results* will add all of the results in a search results list or a single title if you are on the Title Record page.
- 2. Choose Place Hold
- 3. The Place Hold Form will open, listing all titles.
- Follow steps 1 5 above.
  Clear basket will remove items after holds are placed. This prevents duplicate holds.

#### Other basket actions

- View basket allows those items to be filtered
- Print Titles
- Email Titles
- Add basket to bucket allows title (bibliographic) records to be modified, deleted

