

Hold and Basket Essentials

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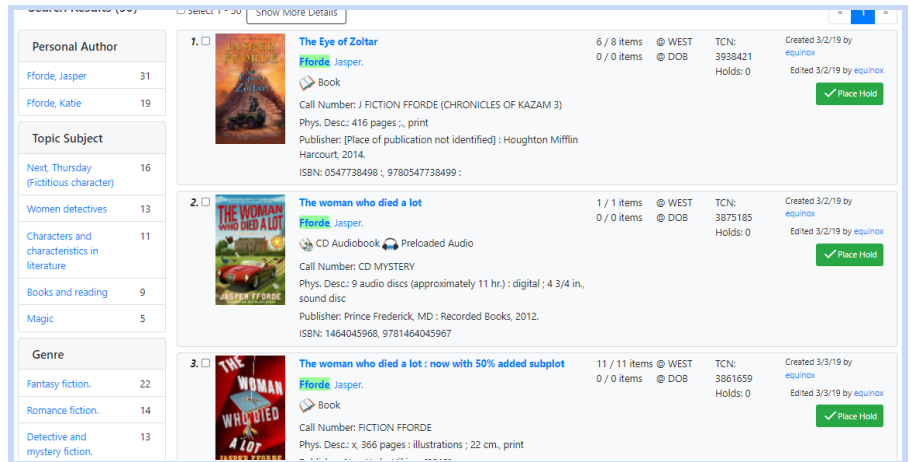
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Placing a Hold

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.

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

The Place Hold Form

← Return
Place Hold (DEMO, ALLISON)

Place hold for patron by barcode:

Place hold for this staff account:

Pickup Location:

Suspend Hold

Number of copies:

Notifications

Notify by Email

Notify by Phone

Notify by SMS

SMS Carrier:

Placing TITLE hold on record(s)

Format	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	

1. 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.**

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.
4. 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

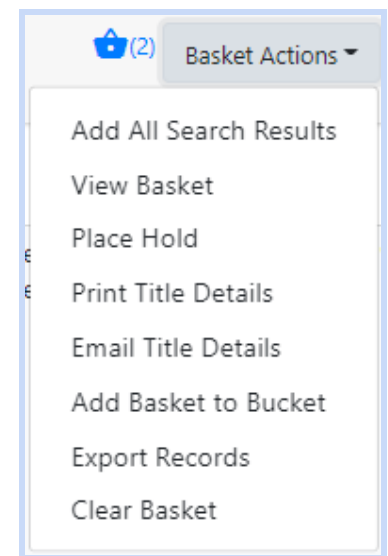
Select the number of copies that you need from the drop-down menu. (This option is only available through a title hold). Follow steps 1 - 5.

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,

1. 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.
4. 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