

## Clearing the Holdshelf

Clearing the Holdshelf should be done daily by the larger libraries and at least once a week by the small libraries.

You can clear the holdshelf of the following types of items:

- Items that have been on the holdshelf too long according to the TIME TO PICKUP rule
- Items for which the Not Wanted After date on the hold has passed

### Days Closed Not Counted toward Days on Holdshelf

The system does not include days the library is closed towards the days spent on the holdshelf.



When you clear the holdshelf, Sierra Circulation moves or clears the holds. Therefore, be sure to print the holdshelf report when the system generates it (as described below). After you have cleared the holdshelf, you can view holds-cancelled information from the **Holds** tab of a patron's record.

To clear the holdshelf:

1. Change the Function to **Clear Expired Holds and Holdshelf**.
2. In the **Holds** pane, select the **Clear expired holds and holdshelf**.
3. In the **Location** pane, select your library. **Do not** select any other location. Choose **View**.

The screenshot shows the Sierra web interface for the Pioneerland Library System. The browser title is "Sierra - Pioneerland Library System - Service Center". The main header displays the "sierra" logo and the "FUNCTION" dropdown menu, which is currently set to "Clear Expired Holds and Holdshelf". Below the header, there are two main panes: "Holds" and "Location". In the "Holds" pane, the "Expired holds and holdshelf" radio button is selected. In the "Location" pane, the "Pioneerland Library System" radio button is selected. Below these panes, there are buttons for "View", "Clear", and "Hold Detail". A "SUMMARY" section is visible below the buttons. Three red arrows with numbered circles (1, 2, 3) point to the function dropdown, the "Expired holds and holdshelf" radio button, and the "Pioneerland Library System" radio button respectively.

Sierra Circulation displays a summary and a table of items. Any records in use by the system display as part of the summary. For example:

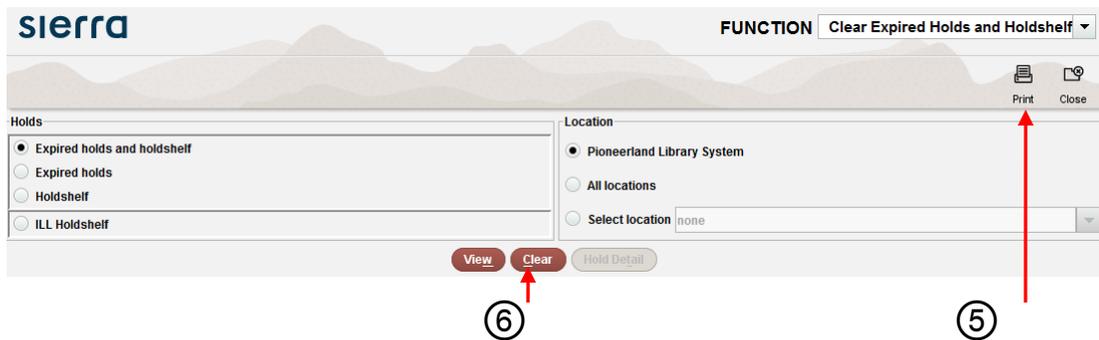
Patron	Title	Call Num	Barcode	Status
ROBINSON, PA...	Pioneer girl : the annotated autobiography / Laura Ingalls Wilder ; Pamela Smith Hill...	813.52 WIL oranf	36601014027687	PICKUP TIME E...
LAKE AGASSIZ...	Fairest : Levana's story / Marissa Meyer.	CD YA MEYER wlyad	36601013707487	PICKUP TIME E...
VIKING LIBRAR...	Paris match / Stuart Woods.	LP WOODS beaf	36601013350148	PICKUP TIME E...
ABELN, RENEE ...	Miss Bindergarten stays home from Kindergarten / by Joseph Slate ; illustrated by ...	J PB wjip	36601012742097	PICKUP TIME E...

- To view details for an entry, select the entry and choose the **Hold Detail** button.

Patron	Title	Call Num	Barcode	Status
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5. Select the **Print** button to print the report. The report includes information from the summary, the list of holds, and the hold detail. If you attempt to close the report or change functions without printing, Sierra Circulation prompts you to print the report.



6. Select the **Clear** button.
7. To close the report, choose **Close**. (Note that if you attempt to clear the holdshelf a second time using the same parameters, the system informs you that there are no holds to clear.)
8. Go to your Hold shelf and remove the items on your list from the shelf.
9. Scan the items in and return them to your shelves or the borrowing library.

#### Number of Items on the Holdshelf

In **Clear Holdshelf** mode, the system lists only the items that have been on the holdshelf too long according to the TIME TO PICKUP element which is 3 days for DVDs and everything else is 7 days.