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**.

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:

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

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.
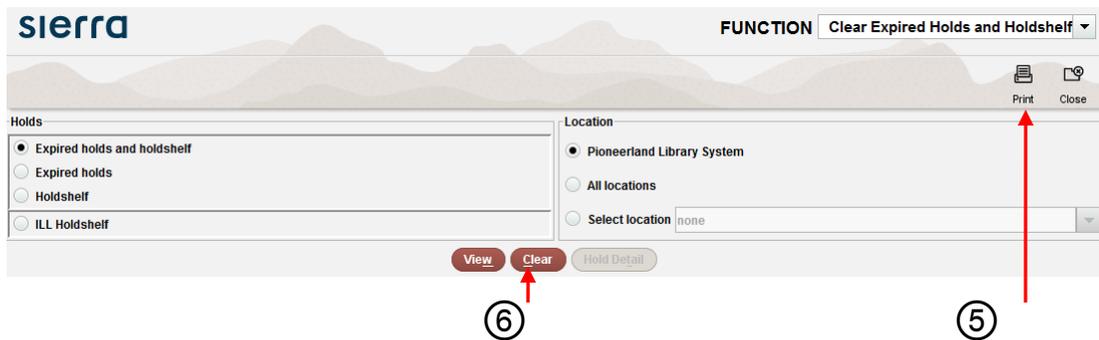
6. Select the **Clear** button.

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.