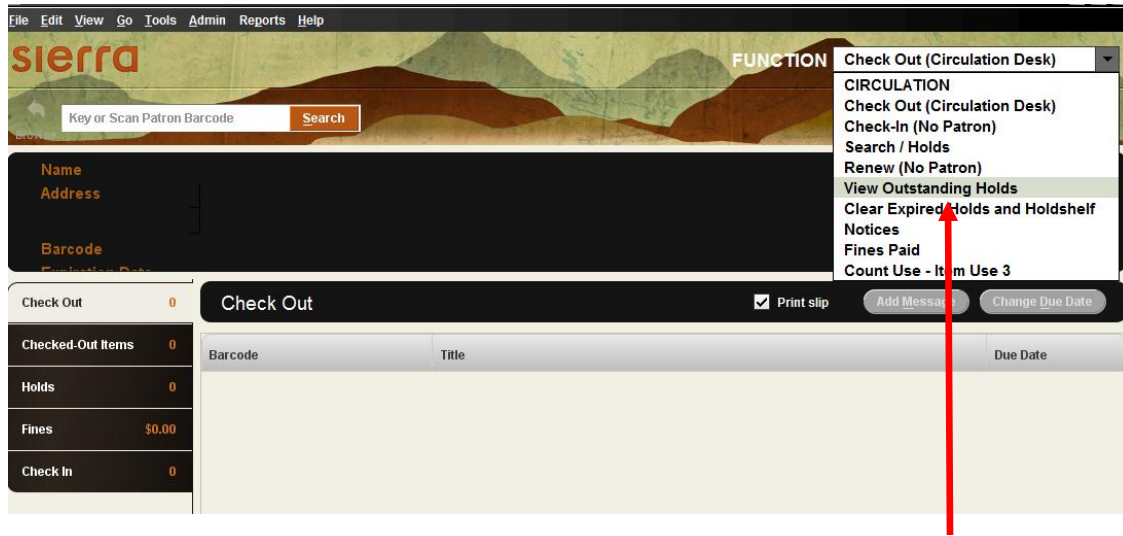
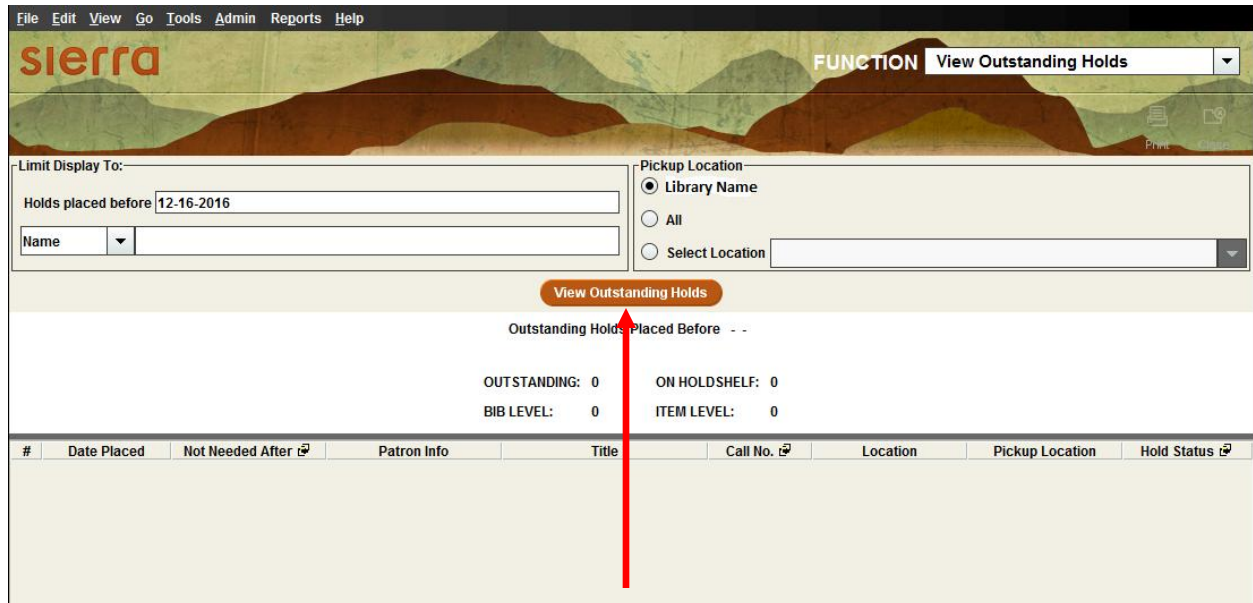


Managing Patrons Holds/Requests

1. From the **FUNCTION** dropdown menu choose **View Outstanding Holds**




2. Click on **View Outstanding Holds**



Note:


By clicking on the Header in each column you can sort the data Ascending or Descending.


Right click on the  to switch column information

Not Needed After to Not Needed Before
Call No. to Barcode No.
Hold Status to Status

View Outstanding Holds								
Outstanding Holds Placed Before 12-19-2016								
Monday December 19 10:53AM								
OUTSTANDING: 44		ON HOLDSHELF: 14						
BIB LEVEL: 15		ITEM LEVEL: 29						
#	Date Placed ▲	Not Needed After ⌵	Patron Info	Title	Call No. ⌵	Location	Pickup Location	Hold Status ⌵
1	09-07-2016	09-07-2017		Renting Lacy : A Story of America's Pros	306.0000		nl	Bib hold, no attached items with 1 of 1 holds
2	10-03-2016	--		The Rising.	813		nl	Bib hold, no attached items with 1 of 12 holds
3	10-27-2016	--		Never never.	No Call Num		nl	Bib hold, no attached items with 9 of 22 holds
4	11-19-2016	--		Poldark. The complete second season / a	DVD POLDAR		nl	Bib hold, 3 attached items with 4 of 7 holds

3. a) Click on **Date Placed** column header to sort your holds oldest to newest.

b) **Right** click on the  in the **Not Needed After** column to change the column information to **Not Needed Before**

c) **Right** click on the  in the **Hold Status** column to change the column information to **Status**

4. Review each hold placed for your patrons

The **Status** column is blank.

a.) Look at the **Call No.**. If the Call No. has a “/” in it (823/.914, 813/.54) or is “No Call Num”. These are items on order or coming soon. Go to the next item listed.

b.) **Right Click** on the title of the item. Choose “View BIB”. The Summary record opens.

Iron Info	Title	Call No.	Location	Pickup Location	Status
ER, SUSAN	My Italian bulldozer : a novel / Alexand	823/.914		pl	
b@hotmail.com					
N, HELEN ANN	Love story : a novel / Karen Kingsbury.	813/.54		pl	
360					
MANN, Lisa M	Captivated by you / Sylvia Day.	DAY		pl	
107 HOM					
REGORY LYNN	Cutthroat.	No Call Num		pl	
754					
R, EMILY MART	How Groundhog's garden grew / by Lynne C	E CHERRY		pl	
yschueler@ho					
747					
EMILY	Info				

View Patron

View Item

View Bib

Print Report (Standard Printer)

c.) Check to see if there are copies available to fill your hold. If there is a copy available, contact the owning library by Pidgin or e-Mail and ask them if they can fill the hold.

Summary						
#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i10140797	364.1 CAP	36601002241621	apanf	AVAILABLE	0
2	i10140888	364.1 CAP	36601007647285	caanf	AVAILABLE	0
3	i10140906	364.1 CAP	36601001714669	ccanf	AVAILABLE	0
4	i10140827	364.1 CAP	36601003164251	glanf	02-09-2017	0
5	i1014089x	364.1 CAP	36601000292667	granf	AVAILABLE	0
6	i10140876	364.1 CAP	36601007314365	heanf	AVAILABLE	0
7	i10140864	364.1 CAP	36601004593854	huanf	02-27-2017	0
8	i10140918	364.1 CAP c.2	36601004975697	lfanf	AVAILABLE	0
9	i10140815	364.1 CAP	36601002553181	oranf	IN TRANSIT	1
10	i10140840	364.1 CAP	36601004005271	reanf	AVAILABLE	0
11	i10140761	364.1 CAP	36601000951809	wlanf	LOST AND P...	0

EXAMPLES:

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i22529962	J PIL	36601014039278	mojf	01-28-2016	0

Example 1

In the Example 1 above, the item was due 01-28-2016, and has not been returned yet. This hold would need to be cancelled, and possibly requested from MNLINK because there are no other copies available in PLS.

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i23279412	DAY	36601013877108	apaf	02-17-2017	0
2	i22806891	DAY	36601013790129	wlaf	11-03-2016	0

Example 2

In the Example 2 above, you see that all items are currently checked out.

b1067083x
Call No. LP HOG
Author Hogan, Ray, 1908-
Title The Doomsday trail [large print]/ Ray Hogan.
Publication Info. Boston, Mass. : G.K. Hall, 1984, c1979.


Summary

Bib-Level Hold 1

View h Hold Hold Copy Returned Soonest Hold Selected Item Transfer Holds All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
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Example 3

In the Example 3 above, there are no attached items. **Click** on the  **View** button.

b1067083x Last Updated: 01-28-2017 **Created: 01-09-2006** Revisions: 14

Language: eng English Cat. Date: 01-09-2006 Bib Code 3: - ...

Skip: 1 Bib Level: m MONOGRAPH Country: mau Massachusetts

Location: none Material Type: 7 LARGE PRINT

Check the Created Date. This record shows that this is an old record with no items in PLS. This hold would need to be cancelled, and possibly requested from MNLINK because there are no other copies available in PLS.

The **Status** column is “On Holdshelf” or “In-Transit”.

DANIE	Hillbilly elegy : a memoir of a family a	305.562 VAN	coanf	dw	ON HOLD SHELF
L	The Ford century in Minnesota / Brian Mc	338.7629 MCM	olanf	dw	IN TRANSIT
IE	The itsy bitsy by Jeffrey B			dw	ON HOLD SHELF
ΔH	If I ran the zoo / by Dr	E SEIJS	heif	dw	ON

a.) **Right Click** on the title of the item. Choose “View Item”. The Item record opens.

Not checked out and ON HOLD SHELF since 02-06-2017 03:13PM until 02-14-2017

At the top of the Item record it will show the date the item was added to the Holdshelf and the date it should be removed from the Holdshelf. Items past the Holdshelf date should be removed and returned to the lending library or sent on to the next borrowing library.

30001013010704

Message Thu Dec 01 2016 01:45PM: IN TRANSIT from circ99 to LB

At the bottom of the Item record it will show the date the item was put in **IN TRANSIT** and between what libraries. If the item has been IN TRANSIT for some time; check your shelves for the item, contact the sending library if not found on your shelves.