

Place Hold

The Place Hold Wizard guides you through the process of placing holds on library materials.

- 1) **Click** on Holds Maintenance Group
- 2) **Click** on Place Hold Wizard
- 3) **Locate** the appropriate User
- 4) **Type or scan** Item ID or use Item Search helper.
- 5) Accept the Hold Information defaults or make your selections.
 - a) **Click** Pickup Library and select the library code.
 - b) Expires: **Click** the gadget and select the date for the hold to expire.
 - c) Comments may be added.
 - d) Use the Date suspended and Date unsuspended to clear a hold for a date range and then reinstate hold.
 - e) Level/Range –
 - i) **Click** Copy for a specific item to be placed on hold.
 - ii) **Click** Title for the first available copy of the title to be placed on hold.
 - f) Recall status - recall checked out
 - i) Allow
 - ii) No Recall (Default)
 - iii) Recall Now (Rush)
 - g) Make first in queue
6. If list of titles displays, **select** the desired title, then **select** the desired item.



Place Hold

User Information **3**

Name: JONES, ASHELY (L) Status: OK
 Homeroom: 307-CARLESS Overdues: 0
 Profile name: STUDENT1... Amount owed: BIRTHDATE: 1987-11-17
 Library: LMHS... Available holds:
 User categories: Y Privilege expires: 6/30/2007

Item information **4**

Identify User

Hold Info **5**

Pickup at: LMHS **5a** Expires: 08/29/2005
 Comments:
 Date suspended: Date unsuspended:
 Level/Range **5e** **5g**
 Level: Copy Title
 Range: Library Group System
 Recall status **5f**
 Allow Recall No Recall Recall now (RUSH)
 Make hold first in queue

Title	Author	Call number
Harry Potter and the goblet of fire	Rowling, J. K.	FIC ROW

Description	Call Number/Item
Rowling, J. K. - Harry Potter and the g...	FIC ROW - LMHS 6
FIC ROW - LMFS	32620000156798 - 1 - FICTION - CHECKEDOUT
FIC ROW - LMFM	32620065134758 - 1 - FICTION - INTRANSIT
FIC ROW - LMLB	32620065135136 - 2 - FICTION - AVAILABLE
FIC ROW - LMWE	32620055116005 - 1 - FICTION - AVAILABLE
FIC ROW - LMWE	32620024971720 - 1 - FICTION - AVAILABLE

Price: \$25.95 item group: FICTION
 Shelf location: AVAILABLE Current location: CHECKEDOUT
 Material type: BOOK Funding source: GIFT/DON
 Date created: 8/17/2004 Media desk: none
 Date last charged: 7/13/2005 Previous user ID: 2262000084670
 Last discharged: 7/11/2005,7:00 Last activity: 7/13/2005
 Date inventoried: 5/24/2005 Total checkouts: 4
 Times inventoried: 6 In-house uses: 0

7 Place Hold on Selected Item Cancel

NOTE: If placing a TITLE hold, selecting one item will suffice, the hold will be effective on all items on the TITLE.

7. **Click** Place Hold on Selected Item.
8. If a Title hold is placed, **Click** Place Hold.

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Get User Information Get Item Information **Place Hold** Place Hold for Another User Close

NOTE: By default, the system will only let you place holds on books that are not on the shelves (can be overridden).

NOTE: For more detailed information or specific questions, use HELP wizard.