

*qt22*

## **Place a Copy-Specific Hold**

Do you need to place a hold on a specific copy? You can do that through Circulation.

Normally we recommend using the normal Hold mode, which will make the first available copy -- or any copy that's already available -- the in-stock hold.

However, in a school library situation, one of your copies may have a piece of the kit or equipment missing, or may lack that extra booklet or disc. In order to place a hold on the copy that is complete, you can use the copy-specific hold command.

In the Command Line, type or scan the barcode of the patron placing the hold.

Type HC, space, and scan or type the barcode of the copy to place on hold.

Or, if you are placing more than one hold for this patron, type HC and press enter. This puts you in Hold Copy mode. You may then scan the barcodes of each copy to place on hold.

When placing a normal hold, no matter the barcode of the copy scanned, the hold is placed on the title so that the first available copy becomes the In-Stock Hold.

Placing holds in the Hold Copy mode means the patron will wait for these specific copies to be available as in-stock holds.

Once you are finished, type a period-enter to exit the Hold Copy mode.