

Filling Holds

Let me take you through the entire process of placing and filling holds.

Bring up the patron, then we'll switch to the hold mode (H), and scan the barcodes of the items she wants to place holds on.

It's shown over here this item is an In-Stock hold. What that means is the book is checked in to the library and she doesn't have to wait for anyone to return it. The next item, however, is checked out so it shows as checked-out with 1 hold.

When the book is returned, you will get a message telling you the item has a hold, so you can set it aside for this patron.

If allowed, Patrons can place holds right from Researcher search results, and from the item details.

An essential report when using the hold option is the In-Stock Holds report; let's go to Tools, Reports, and this particular report is found under Circulation -> Holds.

Click on Run, then let's open it up, and here it shows all the patrons who have in-stock holds. You could run this every day to see what items you can pull.

When the patron comes by to pick up her holds, just scan the barcodes, and the books are checked out, removing holds.

Keep in mind, things may differ if you are part of a Central Union. If you only want to see in-stock holds for *your* library, be sure the Patrons at Site selection is set to your library.

Additionally, if you allow patrons to place holds across libraries, you'll get things like in-transit notices.

If you don't want your patrons placing holds on copies from other libraries in the Central Union, go to Preferences -> Policies, choose the Patron type,

and on the Patron side under Other, check this box to Only Fill Holds by Copy Site. You will need to change this for all applicable policies.

Or to disable all In Transit occasions, in Preferences, go to Circulation, Circulation Settings, and check the box to Disable In Transit Features.

For more on interlibrary loans, see the Support Center page for Central Union.

Those are the basics of Holds in Alexandria.