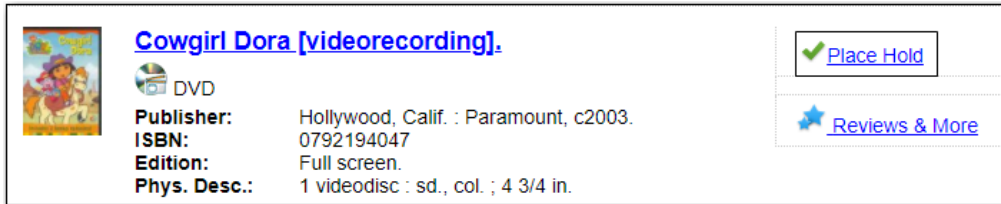## Title Level Hold

1. To place a title level hold, click the **Place Hold** button to the right of the record on the search result list, or on the record summary screen.
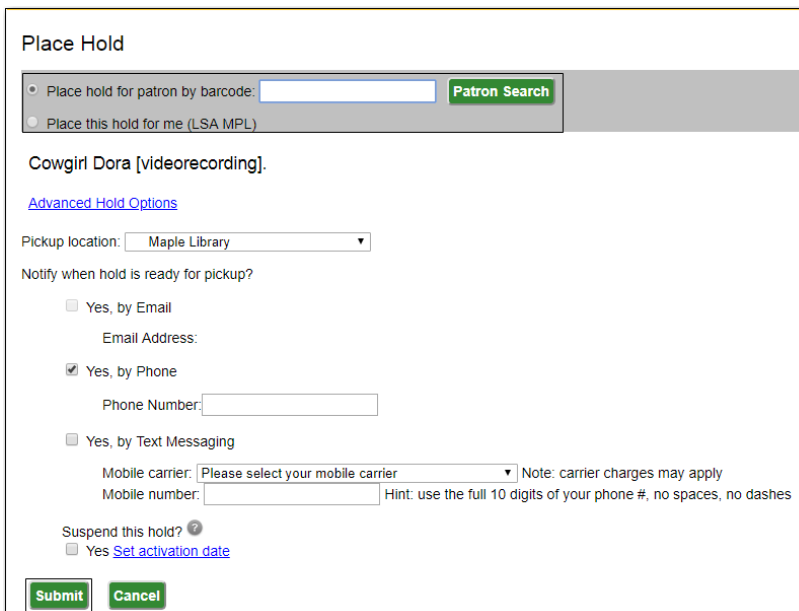

2. Scan or type patron's barcode, or select your own staff login, or click **Patron Search** if you do not have patron's card.
3. Edit patron hold notification methods and pickup location, if necessary, and click **Submit**.

4. Click **Continue** to go back to search results, or click **Place another hold for this title**.

Volume and Copy Level Hold

1. To place a volume or copy level hold, retrieve and display the record.
2. Select record in holdings grid and click **Volume hold** or **Copy hold** in **Holdable?** column.

Location	Call Number / Copy Notes	Barcode	Shelving Location	Circulation Modifier	Age Hold Protection	Active/Create Date	Holdable?	Status	Due Date
Maple Library	DVD ACT HAR (Text)	33987000802511 view | edit	DVD	dvd	None	02/09/2018	Copy hold / Volume hold	On holds shelf	-

3. Edit patron hold notification fields as required and click **Submit**.

Placing Holds in Patron Records

1. Click **Holds** tab in the patron record.
2. Click **Place Hold**.

Check Out	Items Out (0)	Holds (0 / 0)	Bills ($0.00)	Messages	Edit	Other ▾	Patron Search

Open Hold Requests | Recently Canceled Holds

Place Hold | Detail View | ⏮ ⏪ ⏩ | Actions ▾ | Rows 25 ▾ | Page 1 ▾ | ▾

3. The catalogue is displayed in the **Holds** screen.
4. Search for the titles, and place holds as described above.
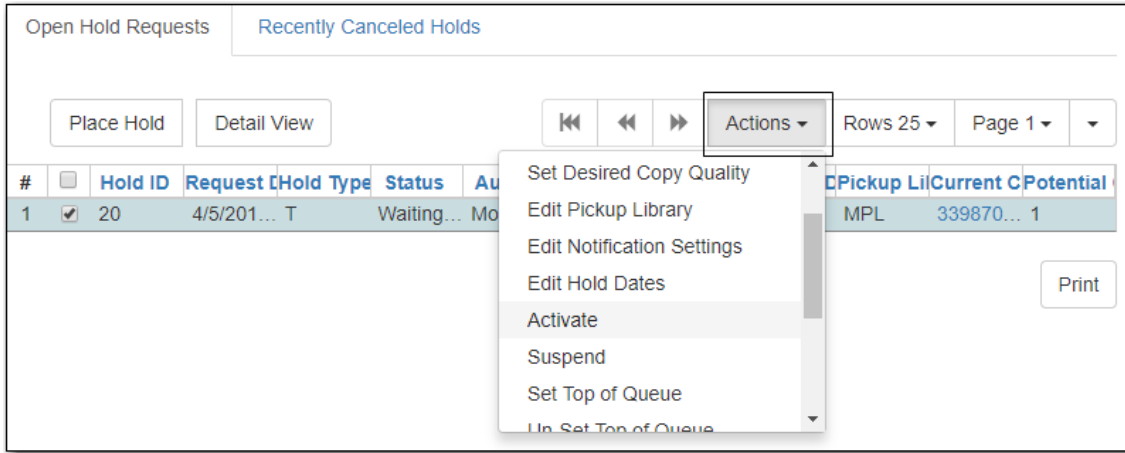5. Click the **Holds** tab to go back to the patron's **Holds** screen.

Hold Statuses

There are five types of status a hold may have: **Waiting for Copy**, **Waiting for Capture**, **In Transit**, **Ready for Pickup**, and the optional **Reserved/Pending**. If your library chooses to delay hold shelf status, then a hold may have the status of **Reserved/Pending**.

- Waiting-for-copy: all holdable copies are checked out or not available.
- Waiting-for-capture: an available copy is assigned to the hold. The item is on the **Holds Pull List**, waiting for staff to search the shelf and capture the hold.
- In Transit: hold is captured at a non-pickup library and on the way to the pick-up location.
- Ready for Pickup: hold is captured and on the **Holds Shelf** for patron to pick up. In the catalogue, this status displays as **On Holds Shelf**.
- Reserved/Pending: hold is captured, item is in process, and yet to be put on the **Holds Shelf**. The status will be automatically changed to **Ready for Pickup** once the delay period specified in Library Settings Editor expires.

Managing Holds in Patron Records

1. Click **Holds** tab in patron record.
2. Select the hold record and click **Actions**.

3. Manage the hold by choosing an action on the list. Use the arrow to scroll through choices.

Cancel Holds

1. Click **Cancel Hold** from the **Actions** menu.
2. Enter a reason if required and click **Cancel Hold**.

3. If item was on holds shelf, check it in to change its status.