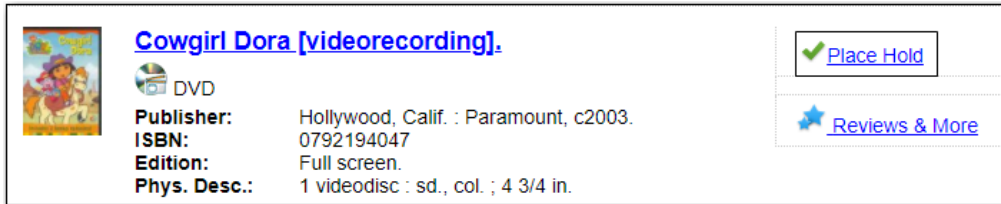



Title Level Hold

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.

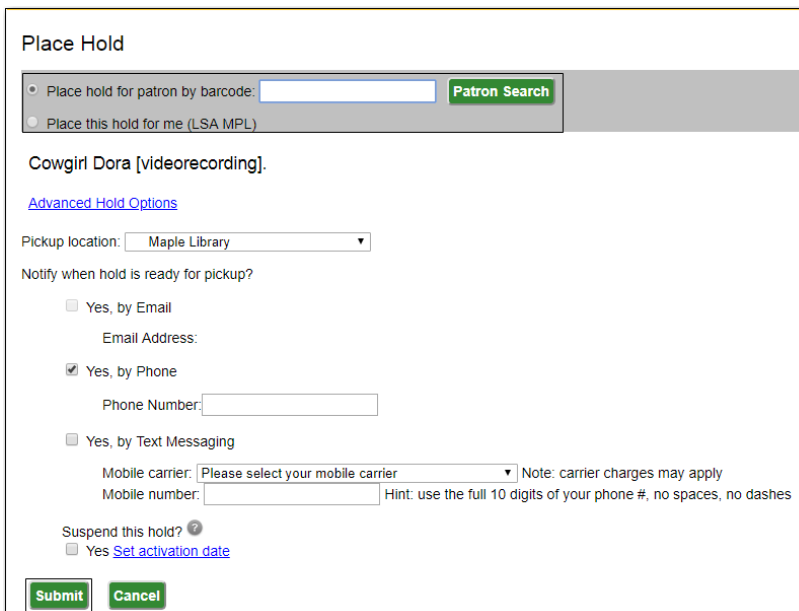


 **Cowgirl Dora [videorecording].** [Place Hold](#)

Publisher: Hollywood, Calif. : Paramount, c2003.
ISBN: 0792194047
Edition: Full screen.
Phys. Desc.: 1 videodisc : sd., col. ; 4 3/4 in.

[Reviews & More](#)

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**.



Place Hold

Place hold for patron by barcode: [Patron Search](#)

Place this hold for me (LSA MPL)

Cowgirl Dora [videorecording].

[Advanced Hold Options](#)

Pickup location:

Notify when hold is ready for pickup?

Yes, by Email
Email Address:

Yes, by Phone
Phone Number:

Yes, by Text Messaging
Mobile carrier: Note: carrier charges may apply
Mobile number: Hint: use the full 10 digits of your phone #, no spaces, no dashes

Suspend this hold? Yes [Set activation date](#)

[Submit](#) [Cancel](#)

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



Place Hold

Cowgirl Dora [videorecording].

Hold was successfully placed

[Continue](#) [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**.

The screenshot shows a navigation bar with tabs: Check Out, Items Out (0), **Holds (0 / 0)**, Bills (\$0.00), Messages, Edit, Other, and Patron Search. Below the navigation bar, there are two tabs: Open Hold Requests and Recently Canceled Holds. At the bottom, there are buttons for Place Hold and Detail View, along with a pagination control showing 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.

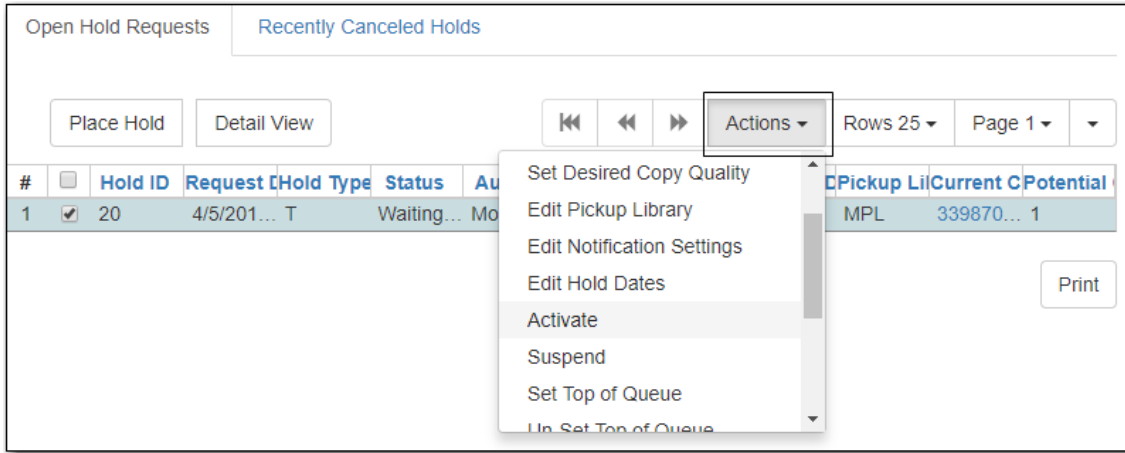
Hold Statuses

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**.

The screenshot shows a dialog box titled 'Cancel 1 Hold(s)'. It contains a 'Cancel Reason:' dropdown menu with 'Staff forced' selected. Below it is a 'Note:' text area with the placeholder text 'Note...'. At the bottom right, there are two buttons: 'Cancel Hold' (green) and 'Exit' (orange).

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