



Placing Holds

A hold can be placed from the patron record as well as the bibliographic record.

1. To place a **hold from a patron record** first locate the patrons record. This can be done by scanning their patron barcode or typing their patron information into the quick search bar.

The screenshot shows a patron record for ALBUS DUMBLEDORE. The patron's ID is 21000007618734 and they are associated with CAMROSE PUBLIC LIBRARY. The record includes tabs for REGISTRATION, ACTIONS, and COMPLETE. A summary bar shows various account statuses: Check Out (1), Out (15) / Overdue (1), Account (\$25.59), Claims (1) / Lost (1), Holds (24) / Held (0), and ILL (0) / Held (0). A toolbar at the bottom contains buttons for New Hold, Cancel, Reactivate, Delete, Fill Now, Convert To ILL, and Filter Holds.

2. The **holds and held tab** displays all the requests a patron has placed. To place a **hold** click the **new hold button**. A holds screen will appear.

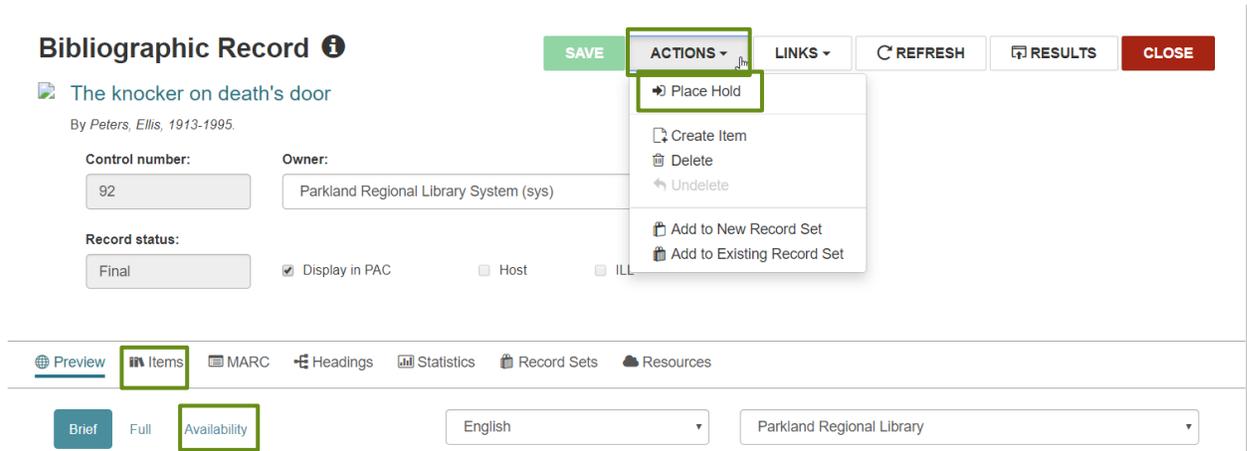
The screenshot shows the 'Place Hold' form. At the top, there are buttons for New Hold, Cancel, Reactivate, Delete, Fill Now, Convert To ILL, Deny, and Filter Holds. Below these are fields for Activation (3/27/2019), Expiration (3/26/2020), and Pickup (Parkland Regional Library). A 'Place Hold' button is highlighted. The main form area contains a 'Title' search field with a 'Find Tool' button, and several input fields for Author, Series, Publisher, Date, ISBN/ISSN, Edition, Call NO, LCCN, Barcode, Format, Pages, Issue, Serial Copy, and Volume.

3. The cursor is automatically placed in the title. You can immediately begin typing a title and preform a title search for the item. You can also use the **find tool** to locate the correct record.
4. When you have located the correct record select **place hold**

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You can also place a hold from a **bibliographic record**. This typically happens when a patron comes in looking for an item and it is not available at your library

- Using the **find tool** locate the record for the item the patron wants to place a hold on.



Bibliographic Record ⓘ

The knocker on death's door
By *Peters, Ellis, 1913-1995.*

Control number: 92
Owner: Parkland Regional Library System (sys)

Record status: Final
 Display in PAC Host ILL

ACTIONS ▾
Place Hold
Create Item
Delete
Undelete
Add to New Record Set
Add to Existing Record Set

Preview **Items** **MARC** **Headings** **Statistics** **Record Sets** **Resources**

Brief **Full** **Availability** English Parkland Regional Library

- Upon opening the record, you can view the availability by clicking **availability** or **items**.
- To place a hold, click the **action button** and select place hold from the drop-down menu.
 - If you have a patron record open you will be prompted to select that patron. If that is the correct patron, select the patrons name and click **OK**. If the patrons record is not already open click the **find tool button**. If no patron records are currently open you will be taken directly to the find tool. Locate and open the appropriate patron record.
- The same holds screen will appear. Follow the previous instructions and click the **place hold button**.