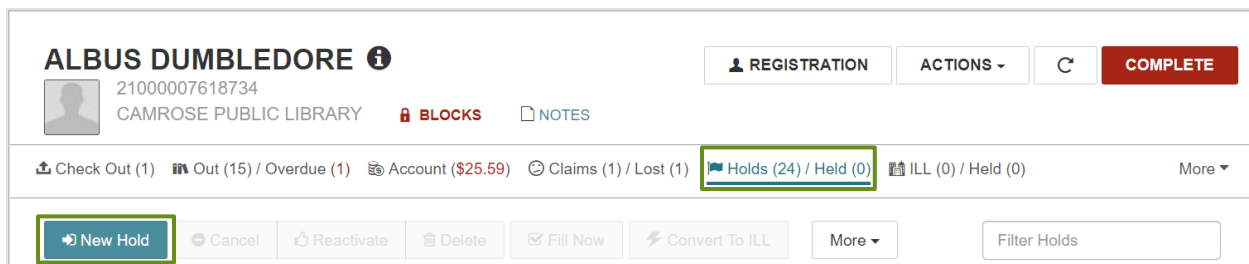


Placing Holds

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

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



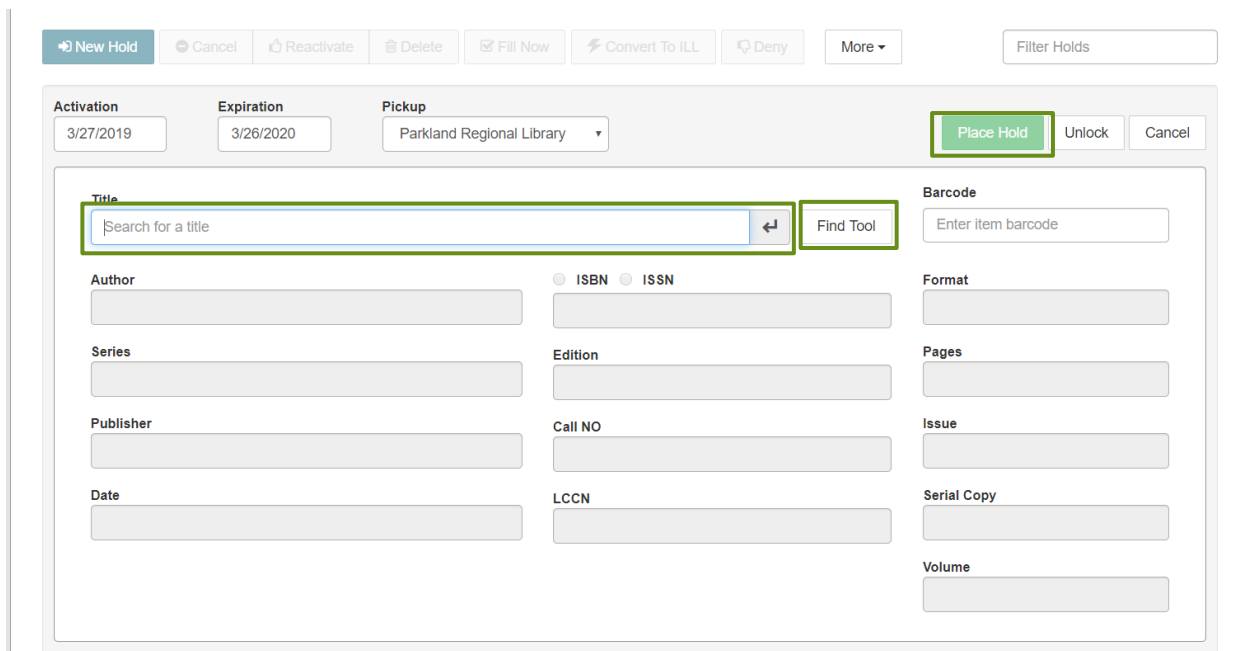
ALBUS DUMBLEDORE ⓘ
 21000007618734
 CAMROSE PUBLIC LIBRARY **BLOCKS** NOTES

REGISTRATION ACTIONS ↕ ↻ COMPLETE

Check Out (1) Out (15) / Overdue (1) Account (\$25.59) Claims (1) / Lost (1) **Holds (24) / Held (0)** ILL (0) / Held (0) More ▾

New Hold Cancel Reactivate Delete Fill Now Convert To ILL More ▾ 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.



New Hold Cancel Reactivate Delete Fill Now Convert To ILL Deny More ▾ Filter Holds

Activation: 3/27/2019 Expiration: 3/26/2020 Pickup: Parkland Regional Library

Place Hold Unlock Cancel

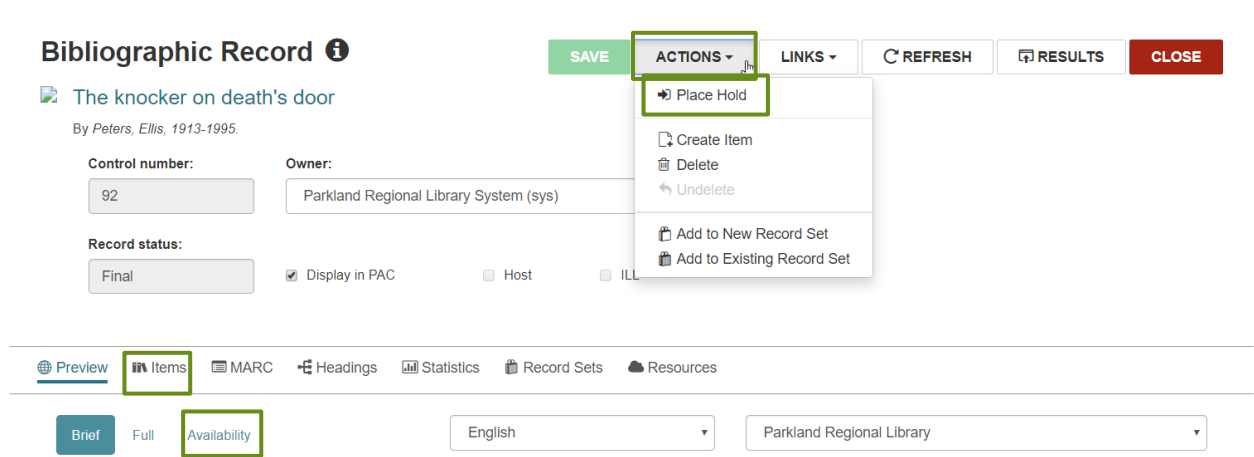
Title: Search for a title Find Tool Barcode: Enter item barcode

Author: ISBN ISSN Format: Series: Edition: Pages: Publisher: Call NO: Issue: Date: LCCN: Serial Copy: Volume:

3. The cursor is automatically placed in the title. You can immediately begin typing a title and perform 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**.

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 ⓘ

SAVE **ACTIONS** **LINKS** **REFRESH** **RESULTS** **CLOSE**

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**.