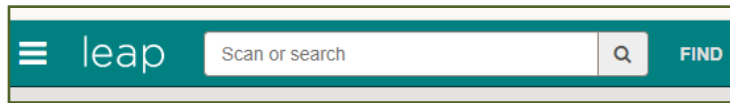


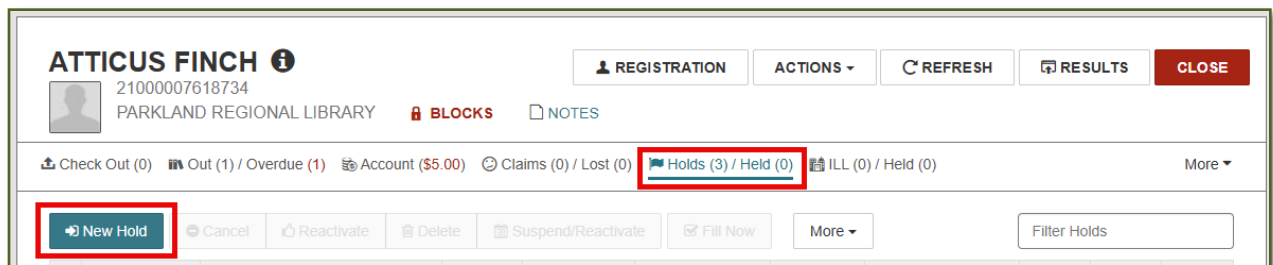
## Placing Holds

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 library card barcode or typing their patron information into the **Quick Search** bar.

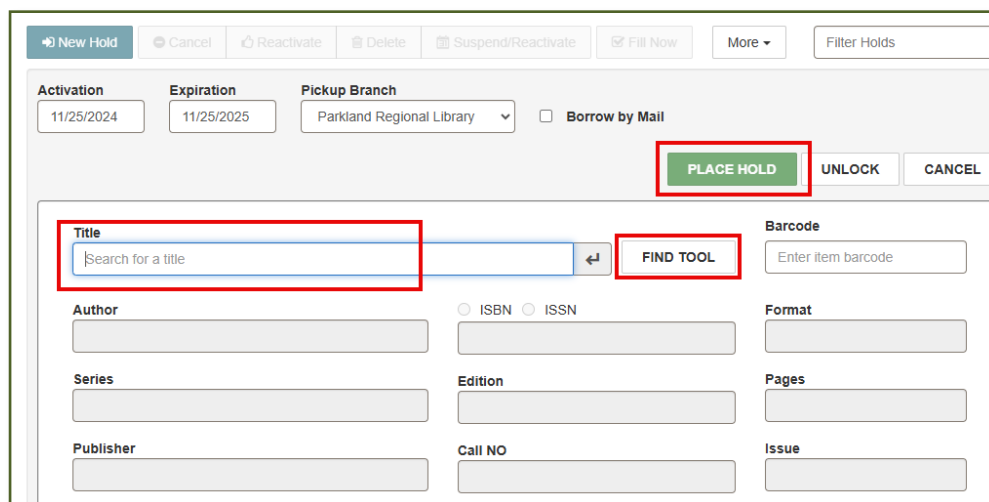


- a. The **Holds/Held** tab displays all the requests a patron has placed. To place a hold on an item, click the **New Hold** button. A holds screen will appear.



- b. 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 bibliographic record.

- c. When you have located the correct bibliographic record, select **Place Hold**.



Activation: 11/25/2024    Expiration: 11/25/2025    Pickup Branch: Parkland Regional Library     Borrow by Mail

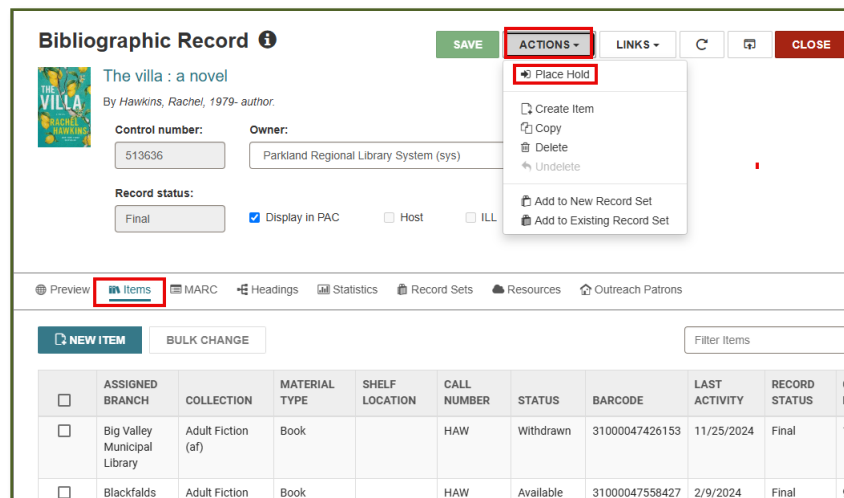
**Title**   **Barcode**


**Author**      ISBN  ISSN     **Format**

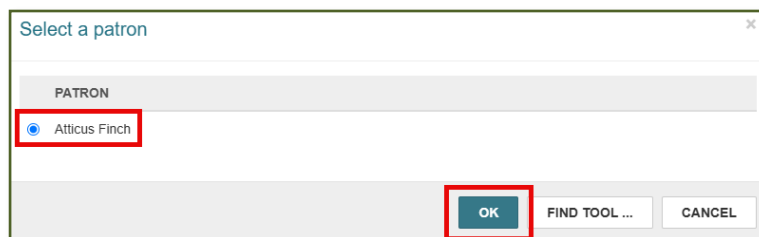
**Series**     **Edition**     **Pages**

**Publisher**     **Call NO**     **Issue**

2. 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.
  - a. Using the **Find Tool**, locate the record for the item the patron wants to place a hold on.
  - b. Upon opening the record, you can view the availability by clicking **Items**.
  - c. To place a hold, click the **Actions** button and select **Place Hold** from the drop-down menu.



- d. If you have a patron record open, it will show in the **Workform Tracker**  and 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.



- e. The same Holds screen will appear. Follow the previous instructions and click the **Place Hold** button.

Activation 11/25/2024	Expiration 11/25/2025	Pickup Branch Parkland Regional Library	<input type="checkbox"/> Borrow by Mail
<b>PLACE HOLD</b>			UNLOCK CANCEL
Title The villa : a novel		Barcode Enter item barcode	

## Serial Holds

These are holds placed on periodical/serial items, like a magazine or newspaper.

1. Again, under the patron record, click the **Holds/Held** tab. Click **New Hold** and add your serial title and click **Place Hold**.

**ATTICUS FINCH** 21000007618734  
PARKLAND REGIONAL LIBRARY

REGISTRATION ACTIONS CANCEL CLOSE

Check Out (0) Out (1) / Overdue (0) Account (\$49.44) Claims (0) / Lost (1) **Holds (3) / Held (0)** More

**New Hold** Cancel Reactivate Delete Suspend/Reactivate More Filter Holds

Activation 11/29/2024	Expiration 11/29/2025	Pickup Branch Parkland Regional Library	<input type="checkbox"/> Borrow by Mail
<b>PLACE HOLD</b>			UNLOCK CANCEL
Title People		Barcode Enter item barcode	

2. A dialogue box will open and you will be asked if the patron wants any volume or if they would like a specific volume. Select the appropriate volume if necessary.

**Serial/Multi Volume Holds**

You have selected a serial or multi-part title. A request placed on the title will trap any available item. Would you like to:

Request any item (bib-level request)

Request the first available copy of one of the listed items

Select a designation ...

- Vol. 101 No. 17 (6 May 2024)
- Vol. 98 No. 19 (6 May 2024)
- Vol. 101 No. 16 (29 April 2024)
- Vol. 98 No. 18 (29 Apr. 2024)
- Vol. 101 No. 15 (22 April 2024)
- Vol. 98 No. 17 (22 Apr. 2024)
- Vol. 101 No. 14 (15 April 2024)
- Vol. 98 No. 16 (15 Apr. 2024)
- Vol. 101 No. 13 (8 April 2024)**
- Vol. 98 No. 15 (8 Apr. 2024)

CONTINUE CANCEL