



Library Resources Workflows Bulletin 20

Topic: Holds

Related Topics: Fulfill Hold request, Remove Holds request - see bottom of bulletin

Introduction: How to place an item on Hold. Essentially there are 2 choices; Copy Hold or Title Hold.

- Copy Hold: Exact barcode entered
- Title Hold: Any title that is checked in will fulfill Hold request, 1st come, 1st served

Copy Hold or Title Hold both require a barcode. The Copy Hold will fulfill the barcode entered; the Title Hold will fulfill the title entered, whether the Title Hold is filled by the exact barcode entered or by a copy under the title requested.

Note: Hierarchy of circulation maps in SIRSI is a bottom to top structure, where a copy is an exact item, where as a Title can be 1 or many.

Place Holds wizard is under the Holds tab under ASDCirc. Select Place holds wizard and enter patron ID, then identify holds request by entering the exact barcode for a Copy Hold or a barcode for a Title Hold.

Note: Helpers at the top of the holds window are to help search for patrons by name and item search is available.

The screenshot shows the 'Place Hold' wizard in the ASDCirc application. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains several categories: 'Common Tasks', 'Users', 'Item Information ...', 'Holds', and 'In-Transit Items'. Under the 'Holds' category, the 'Place Hold' option is selected. The main content area is titled 'Place Hold' and contains several sections: 'User Information' with fields for Name, Profile name, Library, User categories, Group ID, Status, Amount owed, Available holds, and Overdues; 'Item information'; 'Identify User' with a text field for 'User ID: STUDENT ID NUMBER'; 'Identify item' with a text field for 'Item ID: TITLE BARCODE'; and 'Hold Info' with a dropdown for 'Pickup at: SOUTH' and a text field for 'Expires:'. There are also fields for 'Level' and 'Recall status' at the bottom.

Item Search helper will list all titles, any title barcode will fulfill a Title hold (1st come, 1st served) or an exact barcode of the title the patron is requesting (example: a favorite bookmark was left in the book).

Place Hold : Item Search

Search for: ROW

Index: Call Number

Library: ALL

Current: Harry Potter and the deathly hallows --- ROW --- ID:31860000058861

EXACT Item ID 31860000058861, SOUTH: 1 record

Title	Author	Call number
Harry Potter and the deathly ...	Rowling, J. K.	ROW

Description Call Number/Item

Harry Potter and the deathly hallows - Rowling, J. K.

- ROW - SOUTH
 - 31860000058809 - 1 - FICTION - CHECKEDC
 - 31860000058861 - 2 - FICTION - CHECKEDC
- ROW - ABBOTT_LP
 - 31100000266040 - 1 - FICTION - STACKS
 - 31100000265950 - 2 - FICTION - STACKS
 - 31100000266016 - 3 - FICTION - STACKS
 - 31100000265984 - 4 - FICTION - STACKS
- ROW - ALPENGLOW
 - 31112000176285 - 1 - FICTION - STACKS
- ROW - AIRPORT_HT

Price:
Home location:
Item category 1:
Date created:
Date last charged:
Last discharged:
Date inventoried:
Times inventoried:

Place Hold on Selected Item Cancel

Click Place Hold

Select:

- Copy Hold: Exact barcode entered
- Title Hold: Any title that is checked in will fulfill Hold request, 1st come, 1st served

Level

Copy Call Title System

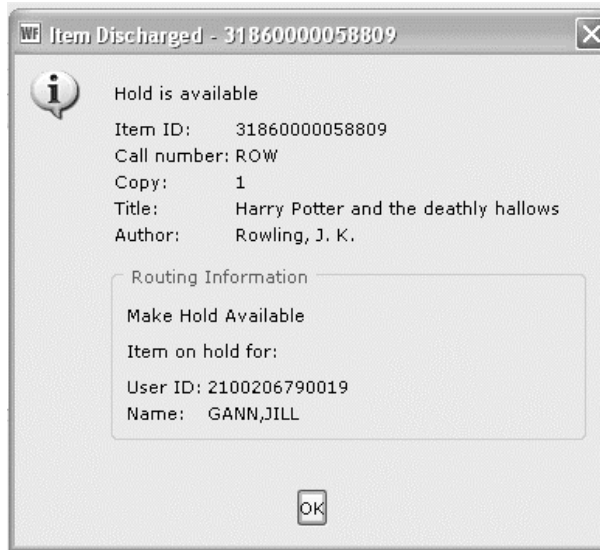
Recall status

Allow Recall No Recall

Make hold first in queue

Get User Get Item Place Pl

Fulfill Holds Request: When the exact copy is checked in or a requested title is checked in an alert message box will display.



Remove Holds Request: Select Remove Holds wizard, enter patron ID, and select items from List of Holds. To remove selected holds, click Remove Holds.

