Expires:

Recall status

Date unsuspended:

O Allow Recall 

No Recall O Recall now (RUSH)

5f

BIRTHDATE: 1987-11-17

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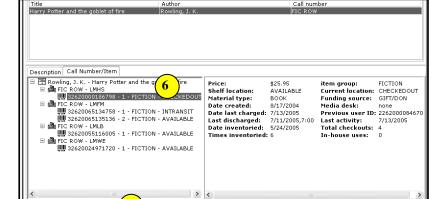
08/29/2005



## Place Hold

The Place Hold Wizard guides you through the process of placing holds on library materials.

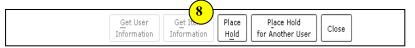
- **Click** on Holds Maintenance Group
- Click on Place Hold Wizard 2)
- 3) **Locate** the appropriate User
- Type or scan Item ID or use Item Search helper.
- Accept the Hold Information defaults or make your selections.
  - a) Click Pickup Library and select the library code.
  - b) Expires: Click the gadget and select the date for the hold to expire.
  - c) Comments may be added.
  - d) Use the Date suspended and Date unsuspended to clear a hold for a date range and then reinstate hold.
  - e) Level/Range
    - i) Click Copy for a specific item to be placed on hold.
    - ii) **Click** Title for the first available copy of the title to be placed on hold.
  - Recall status recall checked out item.
    - i) Allow
    - ii) No Recall (Default)
    - iii) Recall Now (Rush)
  - g) Make first in queue
  - 6. If list of titles displays, **select** the desired title, then select the desired item.



Place Hold on Selected Item

NOTE: If placing a TITLE hold, selecting one item will suffice, the hold will be effective on all items on the TITLE.

7. Click Place Hold on Selected Item.



8. If a Title hold is placed, *Click* Place Hold.

NOTE: By default, the system will only let you place holds on books that are not on the shelves (can be overridden.

NOTE: For more detailed information or specific questions, use HELP wizard.



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JONES, ASHELY (L)

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307-CARLESS

STUDENT1...

LMHS...

Status:

Overdues:

Amount owed:

Available holds: Privilege expires: 6/30/2007

5a

å % 🞳

Name:

Library:

Homeroom:

Identify User

Pickup at:

5e

Comments:

Date suspended:

Level/Range

Level: 
O

Copy

Title

Make hold first in queue

Range: ① Library 🔘 Group 🔘 System

Profile name:

User categories: Y Item information