



Placing Hold Requests

- Your patrons can place holds online, or you can place a hold for them.
- Find what your patron wants using a Bibliographic Record Find Tool (searching by title, author, keyword or ISBN) and right click on the record.
- Chose Place Hold from the drop down that appears.

Selleral Se	ttings Scoping Branches Collect					Search
Object:	Bibliographic Records	✓ Limit by: (None)	e)	•	Search Mode Normal	
Search by:	ISBN	✓ Value:			Power	Stop
Type:	Exact match (explicitly truncated)	•			SQL	New Sea
Sort by:	(None)	-			Count Only	Clear
For:	9780804139298	•				Help
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Placing Hold Requests

- Polaris creates a Hold Request workform.
- Scan your Patron's barcode number into the workform and click on save.

The "Pickup" branch – in the new workform defaults to the library placing the hold. To choose another pick up location, use the drop down list.

The hold becomes "active' immediately, but you can choose a date in the future if your patron wants the item at a later date.

Hold	Request - New Reque	est 1 - General										
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equest	Request Status: Pickup: Peace	Library System (B	iranch) (APRPLS)		7	Request date: Origin:			Actival Expirat	tion: 16/03	/2016 /2017	
Hold Re	Patron Barcode Name:			Find)	Registered a Patron code: Notification o	t:					
2	Details Title:	Zero to one : n	otes on startups, o	or how to build	the future							Find
é	Author:	Thiel, Peter A.,	author						ISBN:	9780804139	298 (hard	back)
	Constituent title:						Constitue	nt author:				
	Publisher:			Date:	2014	Ec	lition:		LCCN:	201400665	3	
	Item barcode:			Call num	nber:							
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Filling Hold Requests

- Hold requests are processed across all TRAC libraries with the Polaris Holds Request Manager.
- Login to Polaris.
- Click On "Circulation" and then on "Request Manager"
- OR, click on the dark red circulation orb and then on the "Request Manager" icon.



Branch name	Peace Lib	orary System (E	anch) (APRPLS	5)	▼ By	: Item	Status:	Pending	•
Requests							B 🖝 🕱	z ^z 🔗 🛸 🗉	9
Collection	Shelf	Call Number	Author	Title	Format	Patron Name	Pickup B	Barcode	Pending Date
BAB	Block Co	AUDIO BL	Richardson	The art of extre	Audio Books	Swift, Kyle	ASLM	30100002715102	15/03/2016
BAB	Block Co	AUDIO BL	Rowling, J. K.	Harry Potter and	Audio Books	GEMMILL, V	AFV	30100002717918	15/03/2016
BAB	Block Co	AUDIO BL	Rowling, J. K.	Harry Potter and	Audio Books	GEMMILL, V	AFV	30100002717793	15/03/2016
F	Main St	F ANT	Anthony, P	On a pale horse	Book	Edmonton Pu	AGP	3010000282873	14/03/2016
F	Block Co	F BEC	Bechtel, Gr	Boundary proble	Book	Robillard, Ve	AMO	30100006098612	15/03/2016
F	Main St	F PYM c.1	Pym, Barbara.	The sweet dove	Book	Calgary Publi	AGP	30100000181687	15/03/2016
F	Main St	F STE c.1	Stewart, F	Six weeks.	Book	Burnup, Jack	ABM	30100000186371	15/03/2016
F	Main St	F STE c.1	Stewart, F	Star child : a novel	Book	Burnup, Jack	ABM	3010000221798	15/03/2016
F	Main St	F TRE c.1	Trevanian.	The Eiger sanction	Book	Burnup, Jack	ABM	30100000187478	15/03/2016
NF	Main St	940.5449 MYL	. Myles, Bruc	Night witches, t	Book	Edmonton Pu	AGP	3010000048597	15/03/2016
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Held items to	transfer:								
Collection	Shelf C	all Num Au	thor Title	Forma	t Patron I	Na New Pi	Barcode	Held Date	

Branch name	: Peace Libr	rary System (B	ranch) (APRPLS)	▼ B;	y: Item	 Status: 	Pending	•	
Requests						rs :	 	205	X®	
Collection	Shelf	Call Number	Author	Title	Format	Patron Name	Pickup B	Barcode	Pending Date	
BAB	Block Co	AUDIO BL	Rowling, J. K.	Harry Potter and	Audio Books Audio Books	GEMMILL, V	AFV	3010000271310	18 15/03/2016	
BAB	Block Co	AUDIO BL	Rowling, J. K.	Harry Potter and	Audio Books	GEMMILL, V	AFV	3010000271779	93 15/03/2016	
F	Main St Block Co	F ANI F BEC	Anthony, P Bechtel, Gr	On a pale horse Boundary proble	Book	Edmonton Pu Robillard, Ve	AGP AMO	301000028287	/3 14/03/2016 12 15/03/2016	
F	Main St	F PYM c. 1	Pym, Barbara.	The sweet dove	Book	Calgary Publi	AGP	3010000018168	37 15/03/2016	
F	Main St	F STE c.1	Stewart, F	Six weeks.	Book	Burnup, Jack	ABM	3010000018627	15/02/2016	
F	Main St	F STE C. 1	Trevanian.	The Eiger sanction	Book	Burnup, Jack Burnup, Jack	ABM	30100000		
NF	Main St	940.5449 MYL	Myles, Bruc	Night witches, t	Book	Edmonton Pu	AGP	30100000		
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•						1		_	Patron Name	Pickup B
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Held items to Collection	transfer: Shelf Ca	all Num Aut	thor Title	Format	III t Patron I	Na New Pi	Barcode		Swift, Kyle GEMMILL, V	ASLM AFV
Held items to Collection	transfer: Shelf Ca	al Num Aut	thor Title	Format	III t Patron I per: 10 Bin	Na New Pi	Barcode	RTF: Ma	Swift, Kyle GEMMILL, V GEMMILL, V	ASLM AFV AFV
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ress F1	transfer: Shelf Ca	al Num Au	thor Title	Format	t Patron l	Na Vew Pi	Barcode	RTF: Ma	Patron Name Swift, Kyle GEMMILL, V GEMMILL, V Edmonton Pu Robillard, Ve Calgary Publi Burnup, Jack	ASLM AFV AFV AGP . AMO . AGP ABM
e Held Items to Collection	transfer: Shelf Co	al Num Au	thor Title	Format	III Patron I	Ns New Ph	Barcode	RTF: M	Patron Name Swift, Kyle GEMMILL, V GEMMILL, V Edmonton Pu Robillard, Ve Calgary Publi Burnup, Jack Burnup, Jack	ASLM AFV AFV AFV AFV AGP AMO ABM ABM
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All TRAC member libraries (from four partner systems: Peace Library System, Northern Lights Library System, Marigold Library System and Yellowhead Library System) share the Polaris database, so the Patrons you are serving through the request manager are from all over Alberta!

Your library should have a copy of the colorful chart called "TRAC mail codes" to help you with sending items. Please call us for a copy if you need one! 780-538-4656 / 1-800-422-6875

KEY:			Albert	а	TRAC Libraries			
Yellowhead	d Sy	stem	Northern	Lig	phts System	Peace L	iЬ	rary System
			Marigold	1.5	istem			
	6	Gav't Caurier		н	Heil		s	System Yes Bun
AABM	2	AB Beach Public	APL	M	Flatbush	APRPL	G	Peace Library Sys
AAF	2	Alder Flats Public	APY	G	Fairview L	APV	2	Paradiar Valley - Three Cilies
AAIM	G	Airdrie Public	AGC	G	Grande Cache	ARAD	2	Radway
AAM	2	Acme Municipal Library	AGCM	G	Cold Lake (also ACLM)	AREP	2	Red Earth Public Library
AAS	s	Ashmont PL	AGI	\$	Gibbons	ARED	s	Redwater
AATH	G	Athabasca - Alice Donahue	AGM	s	Gleichen	ARLM	м	Rainbow Lake
AAYA	2	Acadia Valley	AGP	G	Grande Prairie	ARM	2	Hockyford
AB	s	Banff	AGRAS	s	Grassland S	AROC	s	Rochester
ABAR	s	Beaverlodge	AGYM	G	Grinshaw	ARYM	s	Rycroft
ABARR	G	Barrhead PL	AH	G	Hinton	ARUM	s	Rumsey
ABC	M	Browavale L	AHCM	s	Hines Creek	ARV	s	Rich Valley
ABCBC	M	Bear Point L	AHL	G	High Level	ABY	s	McPherson L - Ryley
ABDSRC	S	Sheep River - Blk Dmnd	AHM	G	Hanna	ASANS	s	Sangudo
ABEAM	S	Bib de Beaumont	AHOM	s	Holden	ASB	s	Seba Beach
ABEM	s	Beiseker	AHPM	G	High Prairie	ASG	G	Spruce Grove
ABM	G	Bonnyville	AHRM	G	High River	ASGY	G	Yellowhead HQ
ABOA	s	Bon Accord	AHUM	s	Hussar	ASH	G	Swan Hills L
ABON	s	Bonanza	AHYM	s	Hythe	ASIC	s	Bib de St. Isidor
ABOY	G	Boyle	AIP	s	Village of Innisfree	ASL	G	Smoky Lake
ABRC	S	Blue Ridge	AIRC	s	Irma	ASLM	G	Balary Club of Slave L
ABRM	S	Breton	AL	s	Irricana	ASM	G	Strathmore
ABRUM	s	Metro Kalyn C - Bruderheim	AJ	s	Jasper	ASMLS	G	Marigold HQ
ABYM	S	Berwyn	AJA	s	Jarvie L	ASP	G	Stony Plain
ACALM	S	Colman	AKC	м	Keg River	ASRM	G	Spirit River
ACAM	G	Conmore	AKEC	S	Keephills	ASRS ₩	s	Savanna
ACARM	s	Carbon	AK	s	Kitscoty Public Library	ASSCL	м	Smith
ACARSE	s	Carseland	AKM	м	Kinuso	ASSM	s	Sexsmith
ACC	s	Berry Cr Cessford	ALAAC	s	Pigeon Lake	ASTM	s	Standard
ACERM	8	Cereal	ALE	G	Leduc	ASTP	G	St. Paul
ACHES	G	Chestermere	ALGC	s	La Glace	ATAN	м	Tangent
ACHM	s	Chauvin Municipal Library	ALLB	G	Sheet Markhanne / Las La Bisks	ATH	\$	Alice Melauk - Two Hi
ACLM	Ġ.	Cold Labor Handson View In Cold	ALM	2	Linden	ATHM	G.	Three Hills
ACLMSC	8	Menno-Simons I	ALOM.	2	Longview	ATHOM	2	Thorbild
ACIPI	н.	Calling Lake	ALPEG	2	Edmonton Garrison	ATM	2	Thorshu
ACOM	6	Nan Boothhy Mam (Cochrane	AMA	2	Mauerthorne	ATO	ŝ	Tomahawk
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ADRIVI	6	Drumneller	AMLM	6	MCLEBBSB	ATTM	6	Talleytiew
ADOF	2	Duffield	AMML	2	Mundare	AW	G	Wetaskiwin
AUV	G	Drayton Valley	AMU	G	Morinville	AWA	2	Warburg
AEAM	s	Eaglesham	AMOM	s	Morrin	AWAIC	G	Wainright
AELC	s	Elmworth	AMYB	s	Myrnam	AWAS	s	Rear Charace - Washalenan
AED	G	Edson	AN	S	Neerlandia	AWD	s	Worsley
AEDG	s	Edgerton	ANE	s	Newbrook	AVEM	s	Venbley
AELK	G	Elk Point	ANJGG	S	Niton	AWES	G	Westlock
AEM	S	Empress	ANM	S	Nampa	AWH	G	Whitecourt
AENT	S	Entwistle	ANS	S	New Sarepta	AWI	s	Winfield
AEPNL	G	Northern Lights HQ	AO	S	Onoway L	AWILD	S	Wildwood
AEV	G	Evansburg	AOM	S	Okotoks	AWM	S	Wabamun
AEXC	S	Bighorn	AOYM	G	Oyen	VA0	\$	Woking
AFA	S	Fort Assiniboine L	APL	s	Plamondon	AWB	s	Wandering B.Wamen's In
AFAW	S	M Alice Frose - Fawcett	APPP	M	Paddle Prairie Pub	AVVA	м	Wabasca
AFCM	G	Fox Creek L	APRM	G	Peace River	AYM	G	Youngstown
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ager	Branch name: Requests	Peace Library System (Branch) (APRPLS	3)	▼ B	iy: Item	▼ Status:	Pending	-	
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📓 Request N	Collection BAB BAB F F F F F	Shelf Call Number Block Co AUDIO BL Block Co AUDIO BL Block Co AUDIO BL Block Co F ANT Block Co F PYM c.1 Main St F STE c.1 Main St F STE c.1	Author Richardson Rowling, J. K. Rowling, J. K. Anthony, P Bechtel, Gr Pym, Barbara Stewart, F Stewart, F Travanian	Title The art of extre Harry Potter and Harry Potter and On a pale horse Boundary proble The sweet dove Six weeks. Star child : a novel The Einer sanction	Format Audio Books Audio Books Book Book Book Book Book Book Book	Patron Name Swift, Kyle GEMMILL, V GEMMILL, V Edmonton Pu Robilard, Ve Calgary Publi Burnup, Jack Burnup, Jack	Pickup B ASLM AFV AFV . AGP . AMO . AGP ABM ABM	Barcode 30 10000271: 30 10000271: 30 10000271: 30 1000028: 30 10000099 30 100000 18 30 100000 18 30 100000	Pending Date 1602 1603/2016 15/03/2016 2793 15/03/2016 2873 14/03/2016 16/03/2016 16/03/2016 15/03/2016 15/03/2016	
	NF	Main St 940.5449 MY	Myles, Bruc	Night witches, t	Book	Edmonton Pu	. AGP	30100000	Patron Name	Pickup B.
	Held items to t	ransfer: Shelf Call Num Au	ithor Title	Forma	t Patron	Na New Pi	Barcode	_	Swift, Kyle	ASLM
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For Help,	press F1			Num	ber: 10 Bin	dings: Mar 15	016 4:27AM	RTF: Ma	GEMMILL, V	. AFV
									Edmonton Pu	AGP
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								\mathbf{A}	Burnup, Jack	ABM
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Sometimes a "Patron Name" is a library! Items for "libraries" are forwarded to Grande Prairie Public Library (AGP). These are actually requests made by patrons outside TRAC through TAL Online with provincial software called VDX. The requests are added to Polaris by AGP for PLS member libraries. Some larger PLS member libraries use VDX on their own and do not forward these items to AGP.

Reque	st Manager - H	lold Reque	sts							
File Vie	w Tools H	elp								
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ger	Branch name:	Peace Lib	orary System (E	Branch) (APRPLS	5)	▼ By	: Item	Status:	Pending	•
lana	Requests							ß 🍽 🕱	z ^z 🖉 통 🗙 🖆	r
<	Collection	Shelf	Call Number	Author	Title	Format	Patron Name	Pickup B	Barcode	Pending Date
N.	BAB	Block Co	AUDIO BL	Richardson	The art of extre	Audio Books	Swift, Kyle	ASLM	30100002715102	15/03/2016
ŭ	BAB	Block Co	AUDIO BL	Rowling, J. K.	Harry Potter and	Audio Books	GEMMILL, V	AFV	30100002717918	15/03/2016
3	BAB	Block Co	AUDIO BL	Rowling, J. K.	Harry Potter and	Audio Books	GEMMILL, V	AFV	30100002717793	15/03/2016
5	F	Main St	F ANT	Anthony P	On a nale horse	Book	Edmonton Pu	ΔGP	3010000282873	14/03/2016
	1	1	1	1	1	1			1	

The first six columns, and the second last column, tell you which items are requested from your collection. These columns are the most important to print for gathering your items from the shelves. Holding your cursor over the edge of the column headings and altering the column width to expose more valuable text and to conceal text not needed will produce a compact and simple report....

Requ	uest Manager -	Hold Requests					×
File V	iew Loois F	чегр					
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<i>jer</i>	Branch name	e: Peace Library	System (Branch) (APRPLS)	• Ву:	Item Status: Pending	•	
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<	Collection	Shelf Location	Call Number	Author	Title	Barcode	
2	BAB	Block Collections	AUDIO BLOCK 158.1 RIC	Richardson, Cheryl	The art of extreme self-care	30100002715102	
ŭ	BAB	Block Collections	AUDIO BLOCK J ROW	Rowling, J. K.	Harry Potter and the chamber of secrets	30100002717918	
5	BAB	Block Collections	AUDIO BLOCK J ROW	Rowling, J. K.	Harry Potter and the prisoner of Azkaban	30100002717793	
6	F	Main Stacks	F ANT	Anthony, Piers	On a pale horse	3010000282873	
Ū	F	Block Collections	F BEC	Bechtel, Greg, 1971-, author.	Boundary problems : stories	30100006098612	
X	F	Main Stacks	F PYM c. 1	Pym, Barbara.	The sweet dove died	3010000181687	
	F	Main Stacks	F STE c.1	Stewart, Fred Mustard, 1932-	Six weeks.	3010000186371	
1	F	Main Stacks	F STE c.1	Stewart, Fred Mustard, 1932-	Star child : a novel	3010000221798	
	F	Main Stacks	F TRE c.1	Trevanian.	The Eiger sanction	3010000187478	
<u>Ľ</u>	NF	Main Stacks	940.5449 MYL	Myles, Bruce, 1942-	Night witches, the untold story of Soviet	3010000048597	
	Held items to	transfer: Shelf Call Nu	im Author Title	Format Patron Na	a New Pi Barcode H	eld Date	
For Help	press F1			Number: 10 Bin	dings: Mar 15 2016 4:27AM RTF: Mar	15 2016 5:54AM NU	M

Here is the same list with 4 columns concealed to allow for more text (call number and title and shelf location) needed to find these books and get them ready for patrons at home and across the province!....

Requ	uest I	Manager -	Hold Requests							
File V	iew	Tools	Help							
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ger		Current All View List View	View s v C	Ctrl+P trl+Shift+P	(APRPLS)		▼ By: Item	▼ Status: Pending	•	
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Ŭ.		BAB	Block Collections	4			h	ter and the chamber of secrets	30100002717918	1
3		BAB	Block Collections	Chathan	Pret		r	ter and the prisoner of Azkaban	30100002717793	1.1
9		F	Main Stacks	Location:	Ready	E Print t	Freterences	horse	3010000282873	1.1
Ð		F	Block Collections	Comment:			Find Printer	problems : stories	30100006098612	1.1
2		F	Main Stacks	Page Range				t dove died	30100000181687	1.1
		F	Main Stacks	All		Number of	copies: 1 🚔		30100000186371	1.1
1		F	Main Stacks	Selection	Current Page			: a novel	3010000221798	1
		F	Main Stacks	Pages:	1	Collate	33 33	sanction	30100000187478	1.1
U		NF	Main Stacks	Enter either a s page range. Fo	ingle page number or a single or example, 5-12			hes, the untold story of Soviet	3010000048597	1
						Print	Cancel Apply			
	Н	leld items to	transfer:							
		Collection	Shelf Call Nu	m Author	Тійе	Format	Patron Na Net	w Pi Barcode He	eld Date	
						Number	10 Bindings: N	Mar 15 2016 4:27AM RTF: Mar	15 2016 5:54AM	NUM d

Click on the printer icon and choose current view, or list view, then click on print. Confirm that your printer is set for "landscape orientation" in the printer preferences.

, ,	Branch name	e: Peace Library	System (Branch) (APRPLS)	▼] By:	Item Status: Pending	•
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	Collection	Shelf Location	Call Number	Author	Title	Barcode
	BAB	Block Collections	AUDIO BLOCK 158.1 RIC	Richardson, Cheryl	The art of extreme self-care	30100002715102
	BAB	Block Collections	AUDIO BLOCK J ROW	Rowling, J. K.	Harry Potter and the chamber of secrets	30100002717918
3	BAB	Block Collections	AUDIO BLOCK J ROW	Rowling, J. K.	Harry Potter and the prisoner of Azkaban	30100002717793
5	F	Main Stacks	F ANT	Anthony, Piers	On a pale horse	3010000282873
)	F	Block Collections	F BEC	Bechtel, Greg, 1971-, author.	Boundary problems : stories	30100006098612
	F	Main Stacks	F PYM c.1	Pym, Barbara.	The sweet dove died	30100000181687
	F	Main Stacks	F STE c.1	Stewart, Fred Mustard, 1932-	Six weeks.	30100000186371
	F	Main Stacks	F STE c.1	Stewart, Fred Mustard, 1932-	Star child : a novel	30100000221798
	F	Main Stacks	F TRE c. 1	Trevanian.	The Eiger sanction	30100000187478
	NF	Main Stacks	940.5449 MYL	Myles, Bruce, 1942-	Night witches, the untold story of Soviet	3010000048597
	Held items to	b transfer: Shelf Call Nu	m Author Title	Format Patron Na	a New Pi Barcode He	ld Date

Gather your items together. Open a "Check In" window, and check in each item. Send the items to the libraries where patrons are waiting. Follow the guidelines on "Shipping Interlibrary Loans (ILLs)" on the PLS website: <u>http://www.peacelibrarysystem.ab.ca/ill-procedures</u>

Reque	st Manager -	Hold Requests				- • •
File Vie	w Tools H	Help				
2	-) E <u>2</u>				
<i>jer</i>	Branch name	e: Peace Library	System (Branch) (APRPLS)	• Ву:	Item Status: Pending	
<i>lana</i> g	Requests				L 追 🖤 🛪 🖍 🥝	S × ₪
<	Collection	Shelf Location	Call Number	Author	Title	Barcode
St	BAB	Block Collections	AUDIO BLOCK 158.1 RIC	Richardson, Cheryl	The art of extreme self-care	30100002715102
ŭ	BAB	Block Collections	AUDIO BLOCK J ROW	Rowling, J. K.	Harry Potter and the chamber of secrets	30100002717918
5	BAB	Block Collections	AUDIO BLOCK J ROW	Rowling, J. K.	Harry Potter and the prisoner of Azkaban	30100002717793
6	F	Main Stacks	F ANT	Anthony, Piers	On a pale horse	3010000282873
Ð	F	Block Collections	F BEC	Bechtel, Greg, 1971-, author.	Boundary problems : stories	30100006098612
2	F	Main Stacks	F PYM c.1	Pym, Barbara.	The sweet dove died	30100000181687
	F	Main Stacks	F STE c. 1	Stewart, Fred Mustard, 1932-	Six weeks.	30100000186371
<u>1</u>	F	Main Stacks	F STE c. 1	Stewart, Fred Mustard, 1932-	Star child : a novel	3010000221798
	F	Main Stacks	F TRE c. 1	Trevanian.	The Eiger sanction	30100000187478
	NF	Main Stacks	940.5449 MYL	Myles, Bruce, 1942-	Night witches, the untold story of Soviet	3010000048597
	Held items to	transfer:				
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- If you are unable to find an item, please click on the "ask me later" icon, z so the request can be filled by another library. If it stays on the list, you have the only copy! Please call PLS.
- If you are not able to find the item after a few days, please change the circulation status of your item record to "missing".
- Please call PLS immediately if you accidentally cancel a hold so the hold can be reactivated.

Polaris Request Manager

Questions?

Call PLS and talk to a member of the consulting team! 780-538-4656 1-800-422-6875

File Vie	est Manager -	Hold Requests				
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<	Collection	Shelf Location	Call Number	Author	Title	Barcode
St	BAB	Block Collections	AUDIO BLOCK 158.1 RIC	Richardson, Cheryl	The art of extreme self-care	30100002715102
ŭ	BAB	Block Collections	AUDIO BLOCK J ROW	Rowling, J. K.	Harry Potter and the chamber of secrets	30100002717918
5	BAB	Block Collections	AUDIO BLOCK J ROW	Rowling, J. K.	Harry Potter and the prisoner of Azkaban	30100002717793
6	F	Main Stacks	F ANT	Anthony, Piers	On a pale horse	3010000282873
Ū	F	Block Collections	F BEC	Bechtel, Greg, 1971-, author	. Boundary problems : stories	30100006098612
\propto	F	Main Stacks	F PYM c. 1	Pym, Barbara.	The sweet dove died	30100000181687
	F	Main Stacks	F STE c.1	Stewart, Fred Mustard, 1932	2- Six weeks.	30100000186371
1	F	Main Stacks	F STE c.1	Stewart, Fred Mustard, 1932	2- Star child : a novel	3010000221798
	F	Main Stacks	F TRE c. 1	Trevanian.	The Eiger sanction	30100000187478
<u>E</u>	NF	Main Stacks	940.5449 MYL	Myles, Bruce, 1942-	Night witches, the untold story of Soviet	. 3010000048597
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