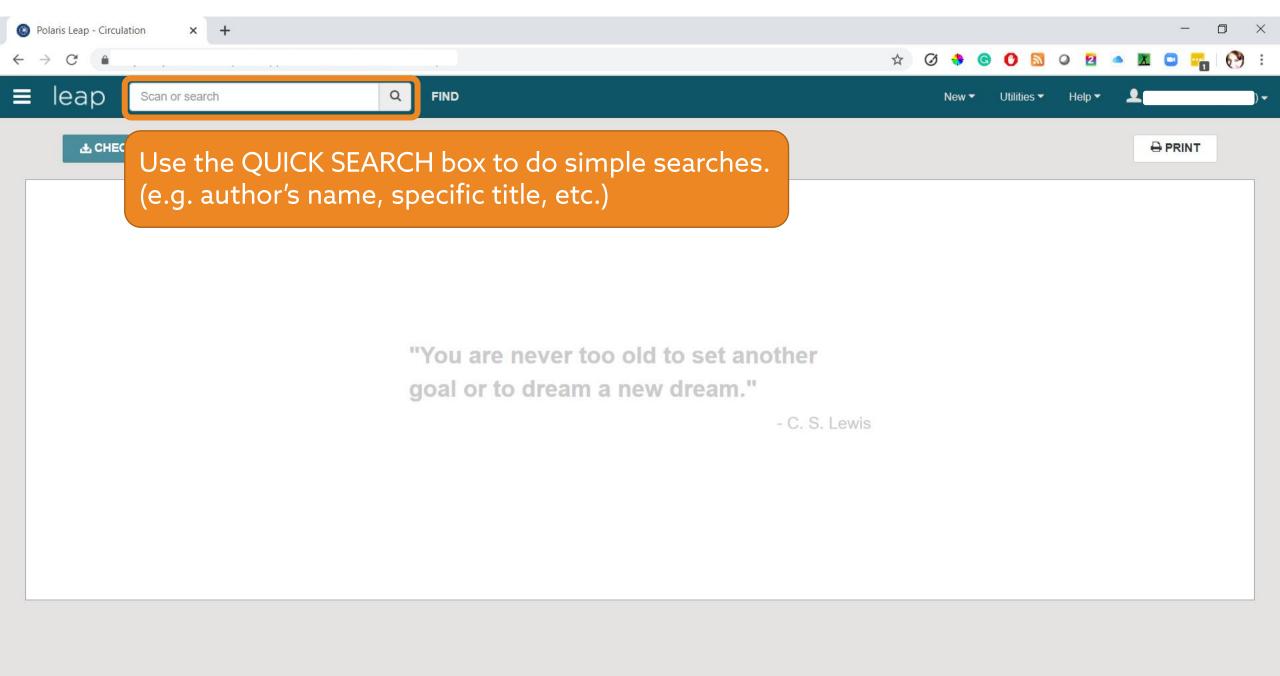
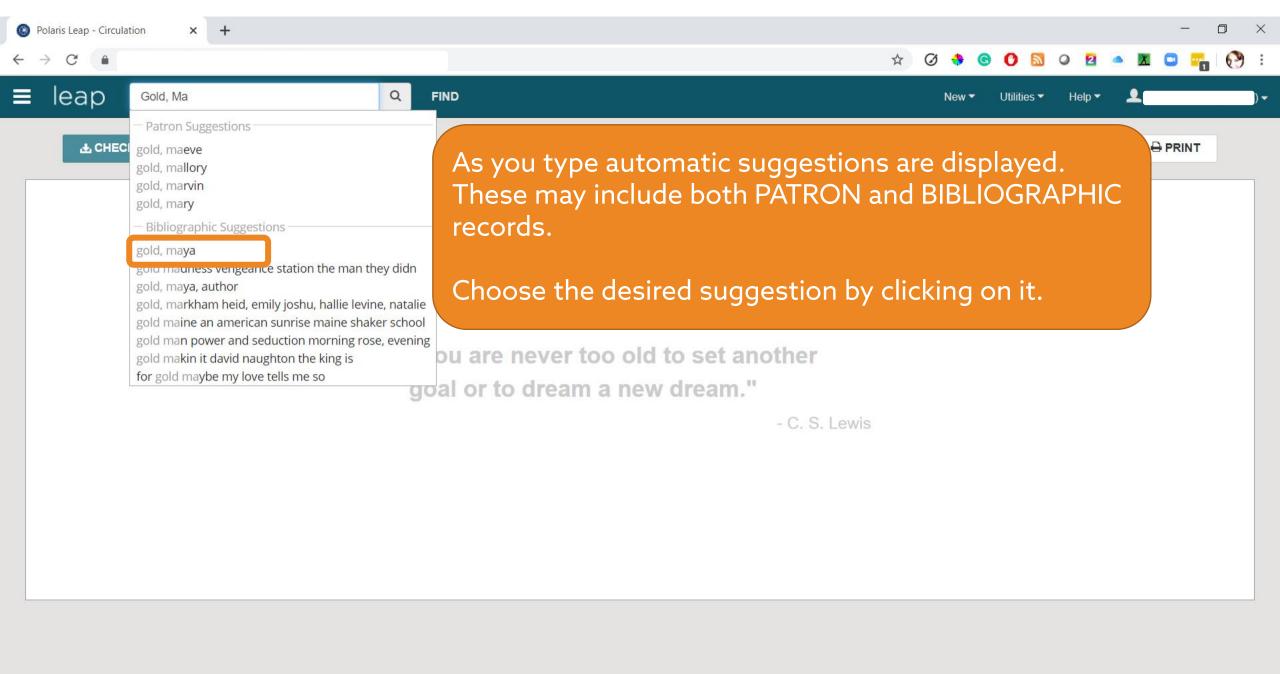
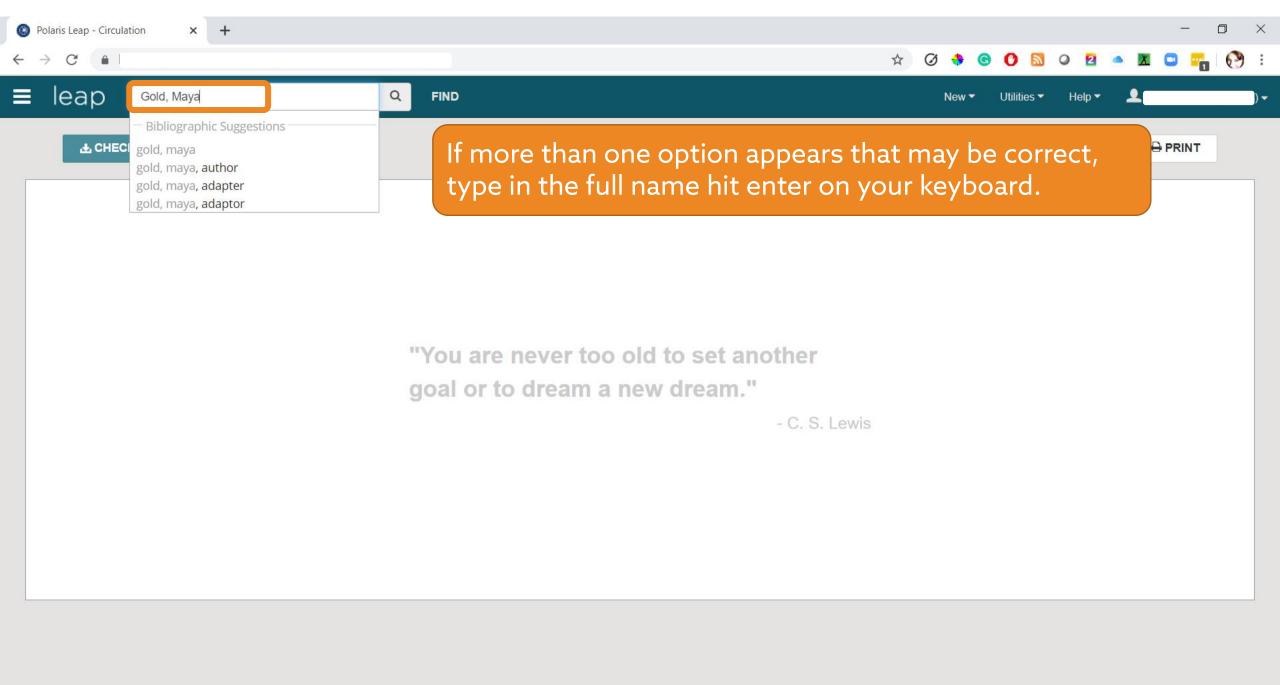


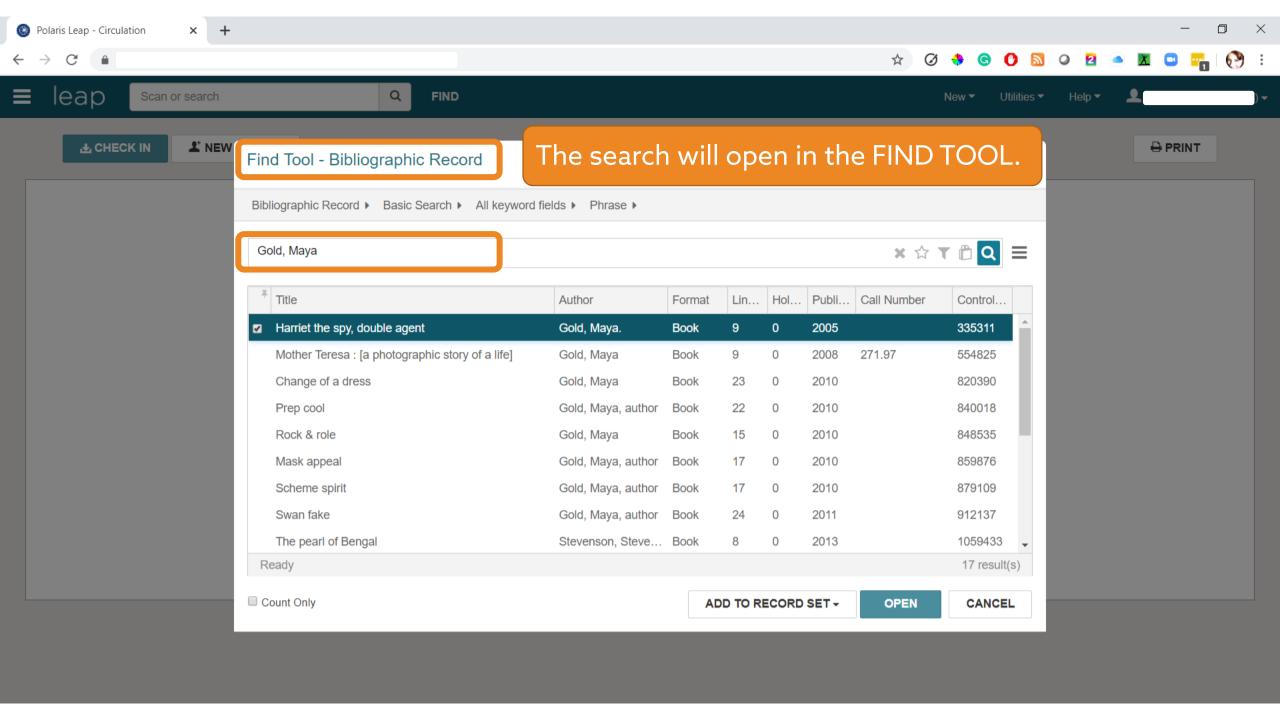
LEAP: SEARCHING FOR MATERIALS & PLACING HOLDS

QUICK SEARCH

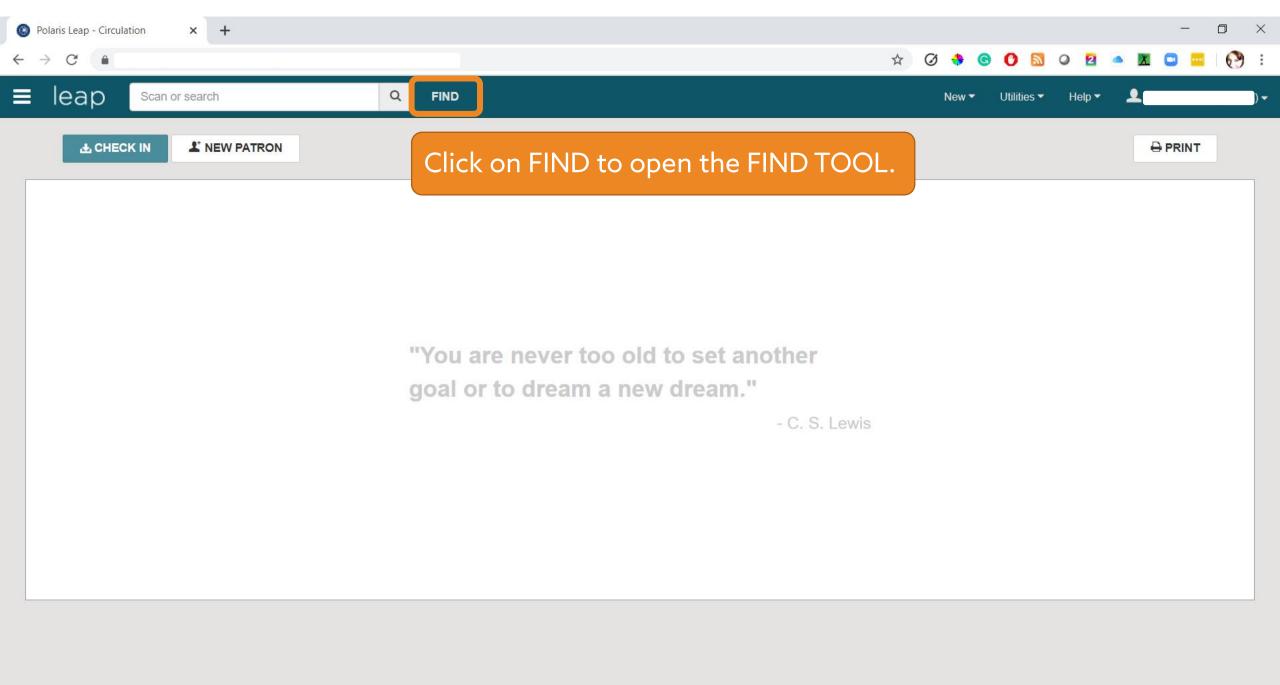


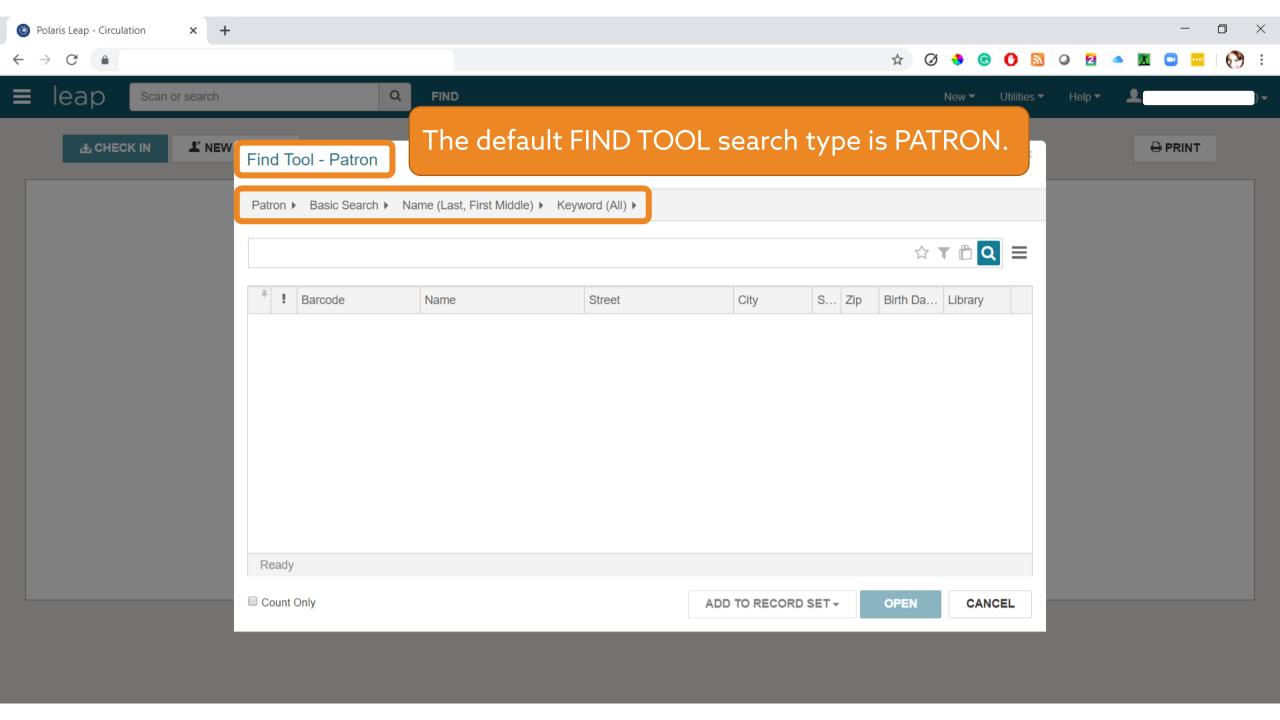


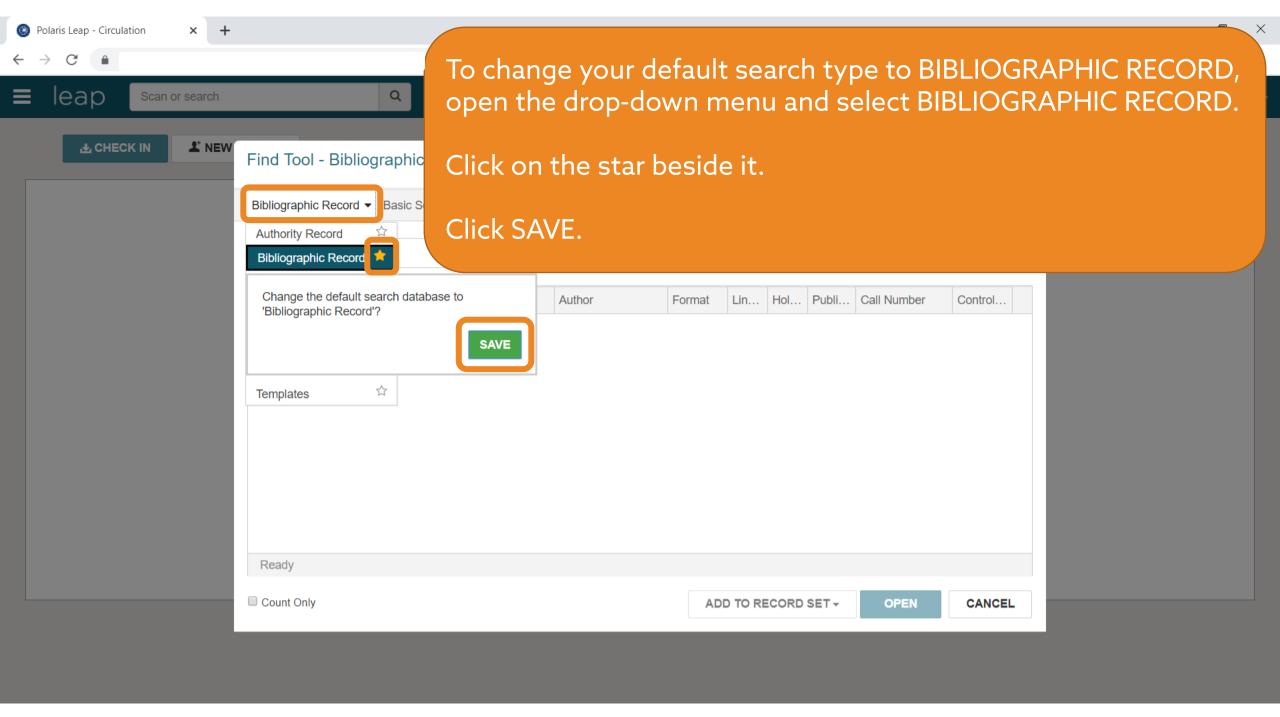


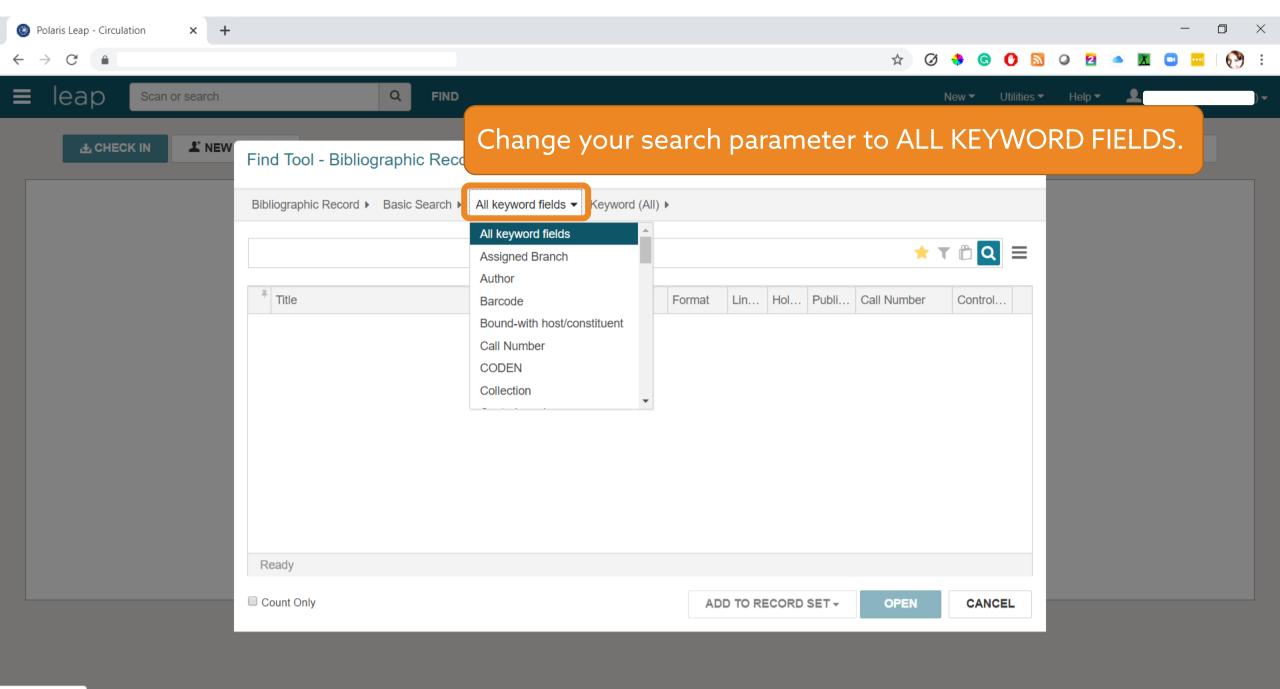


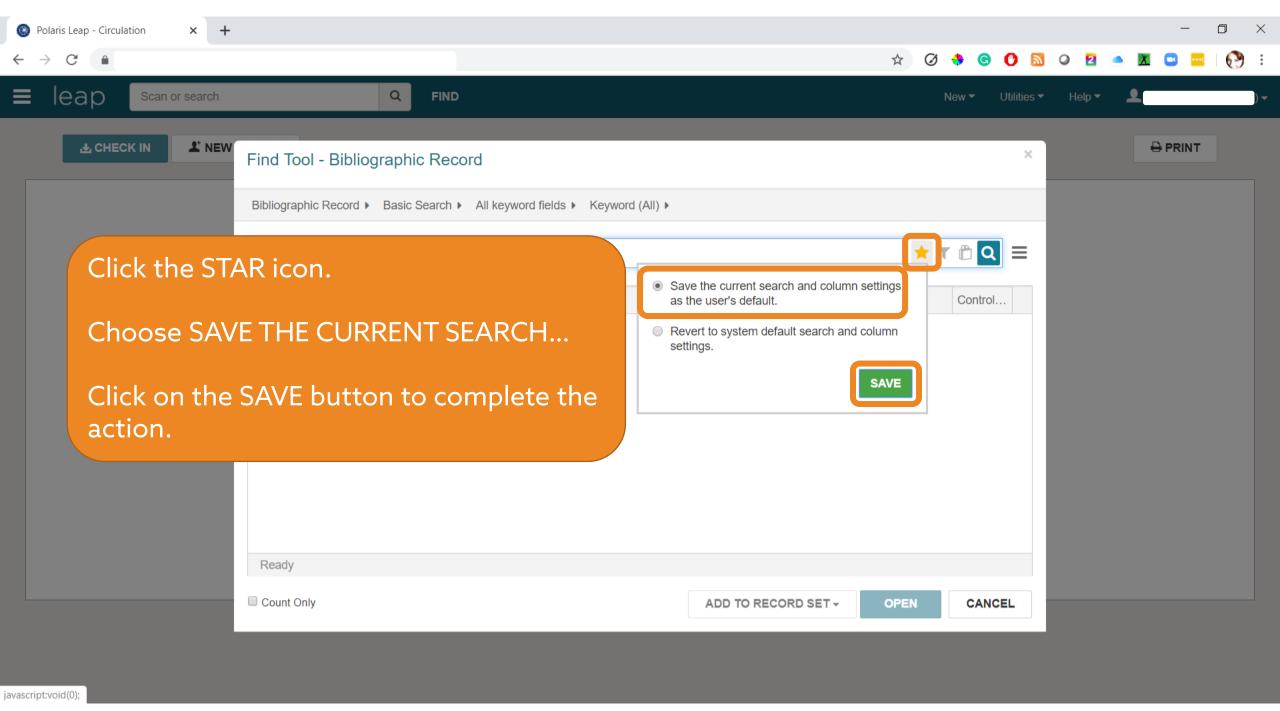
FIND TOOL



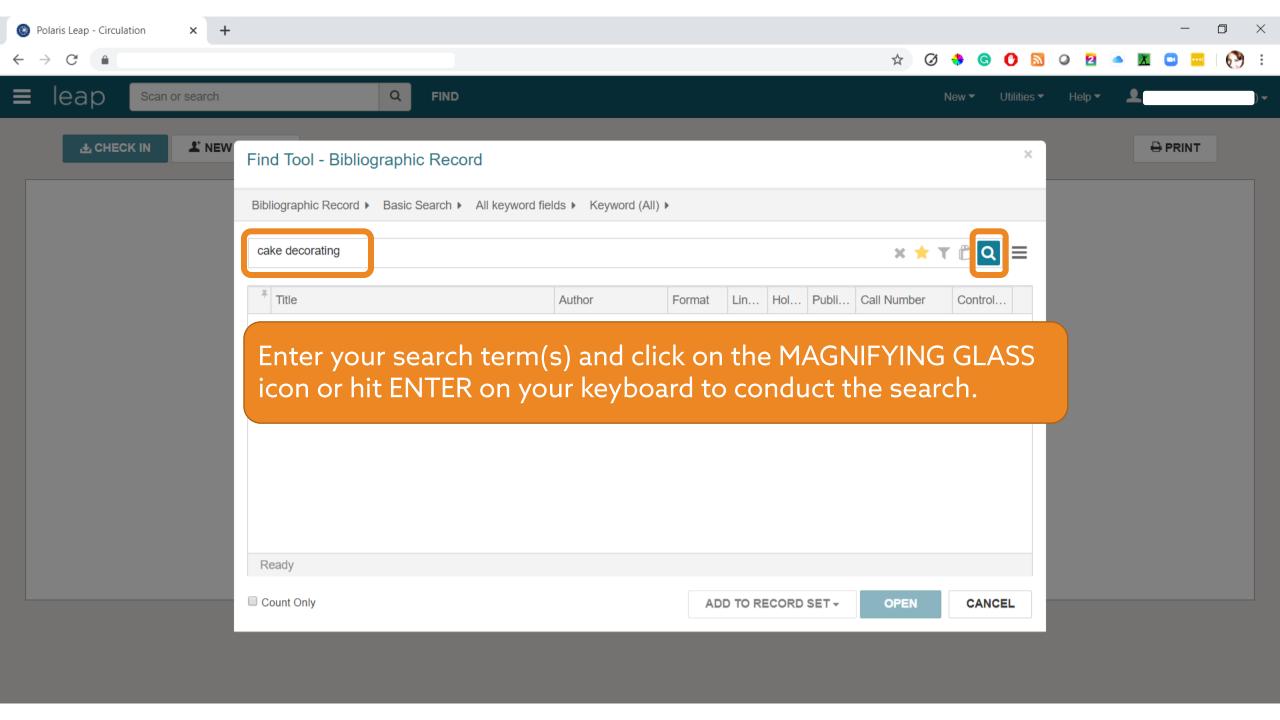


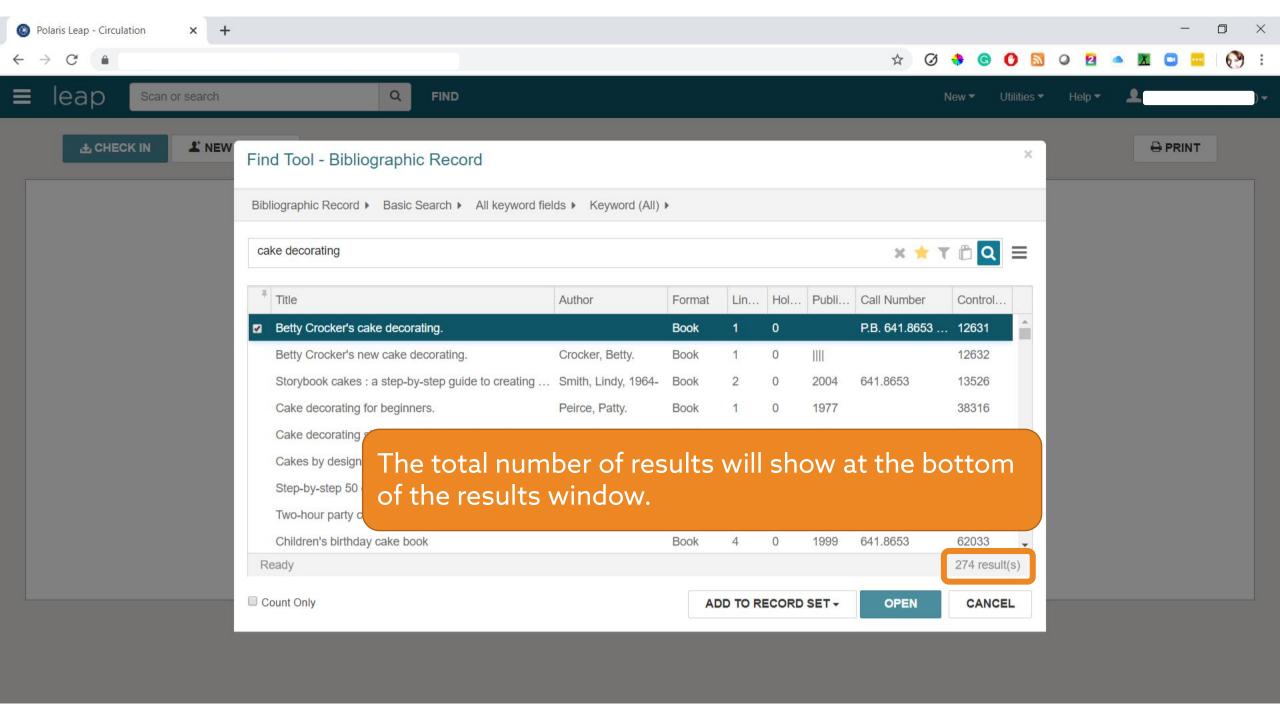


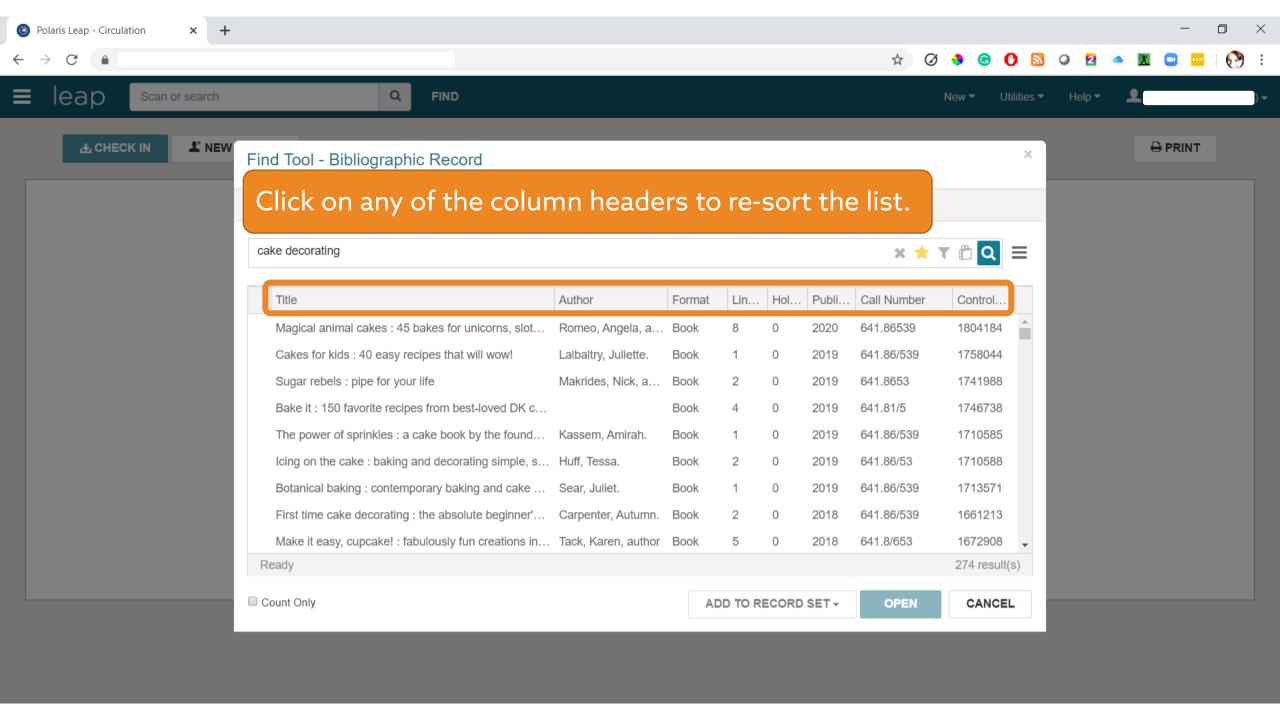


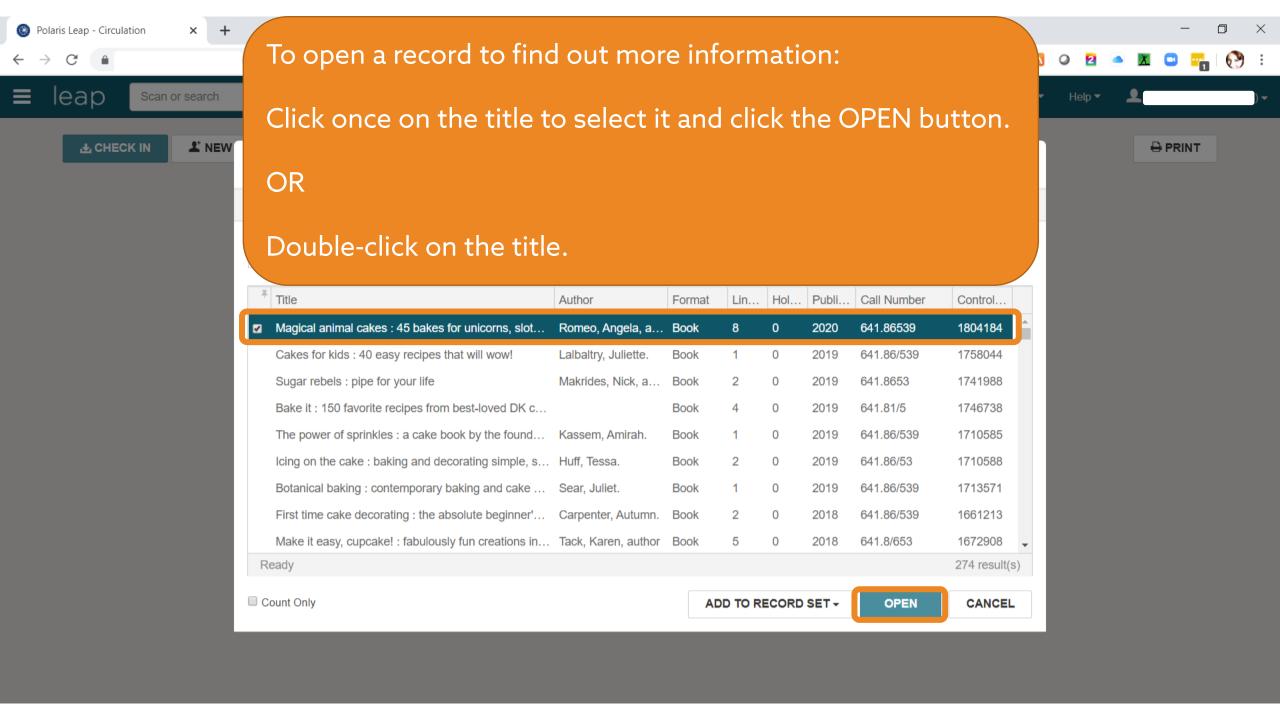


GENERAL SEARCH

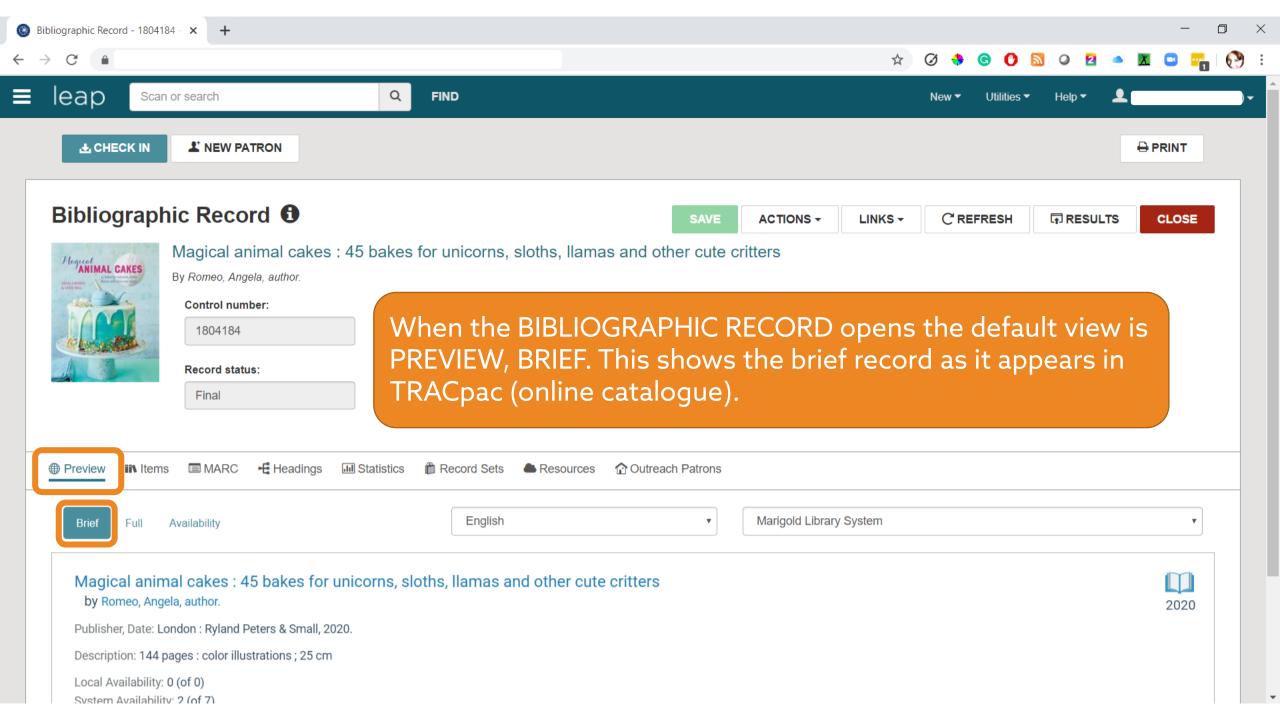


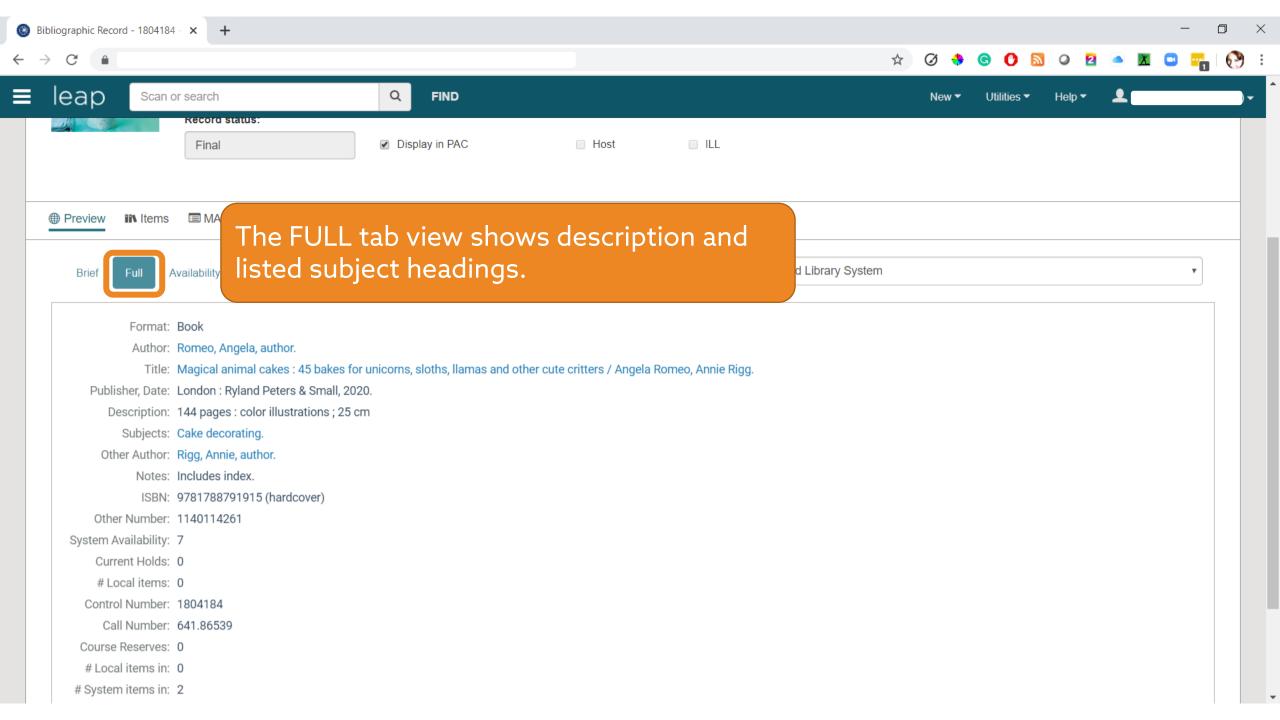


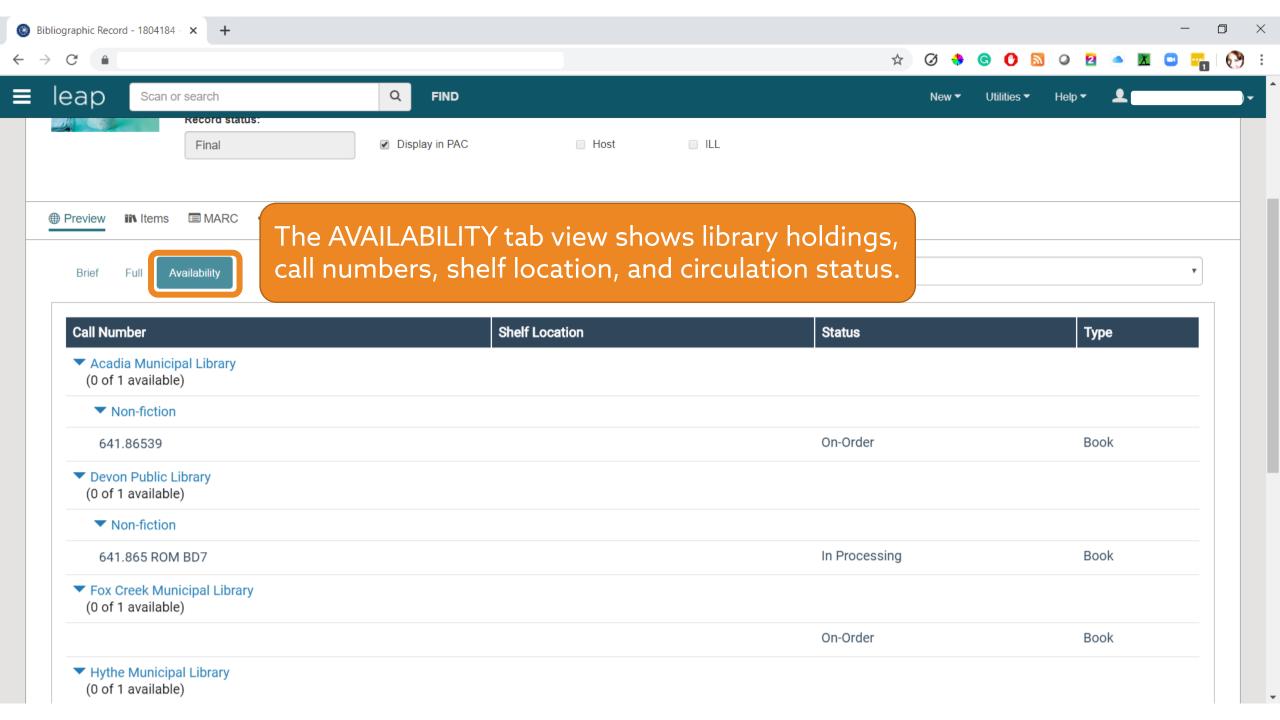


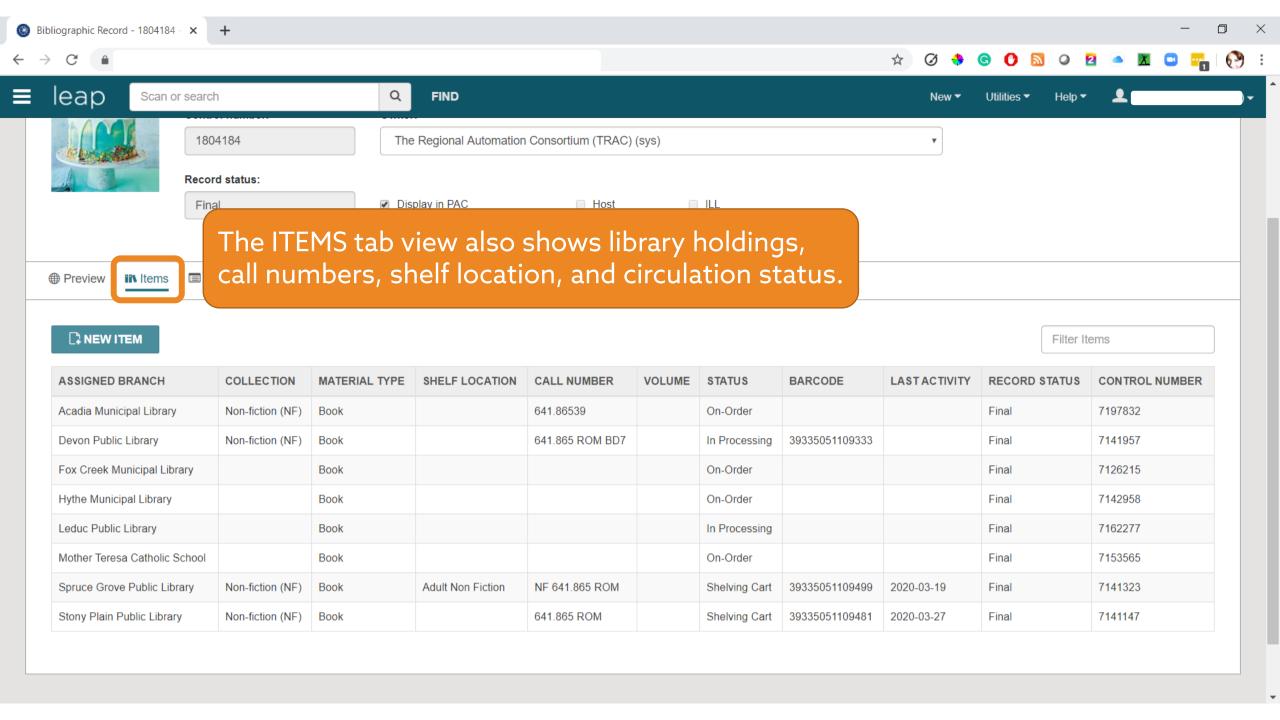


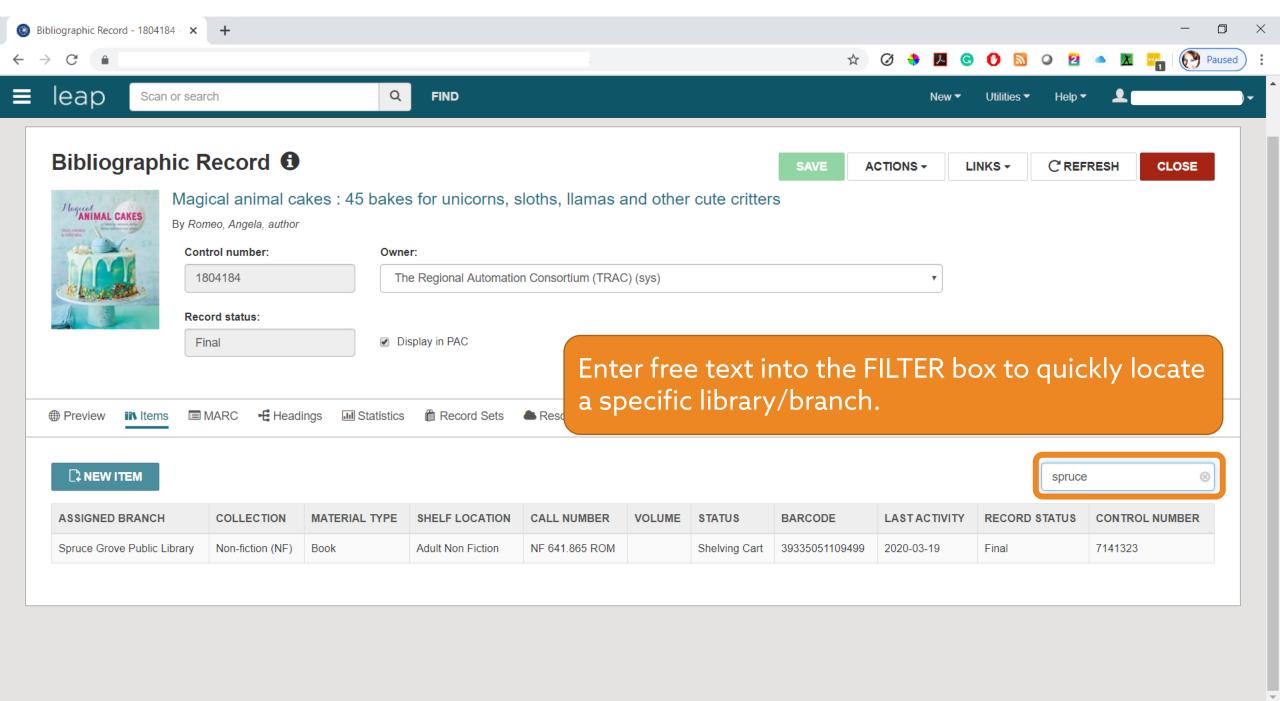
BIBLIOGRAPHIC RECORDS

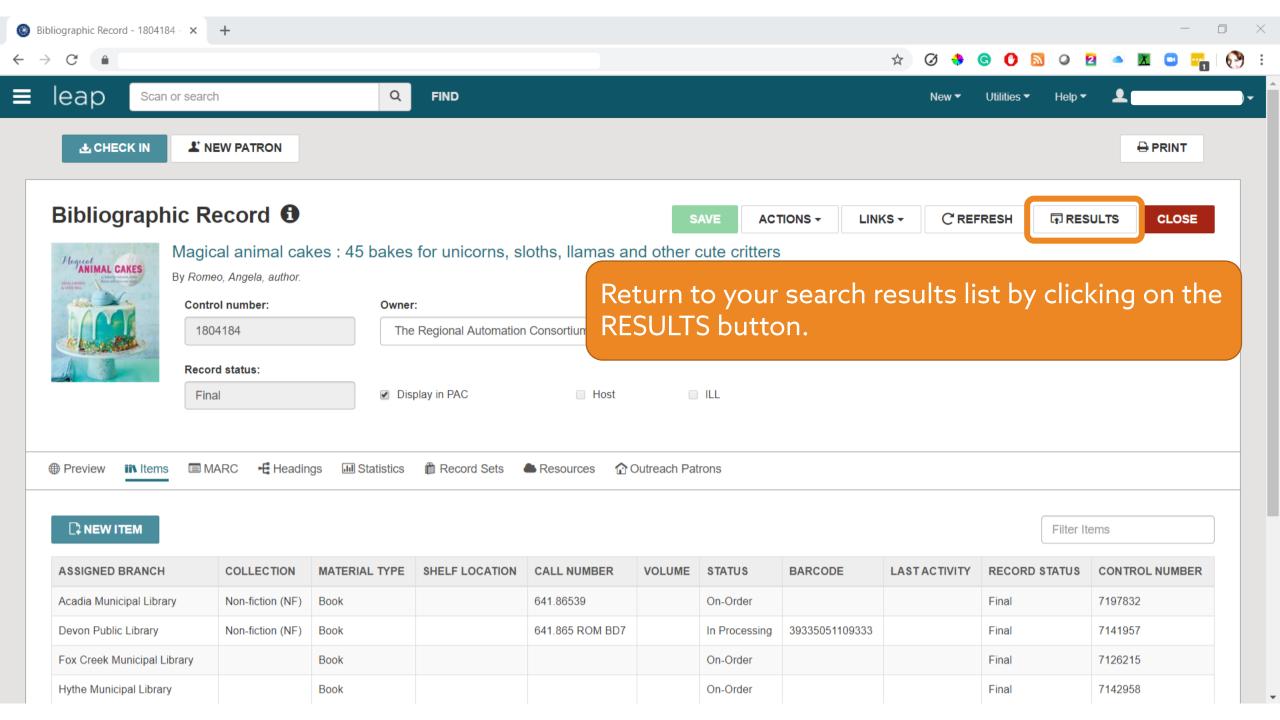


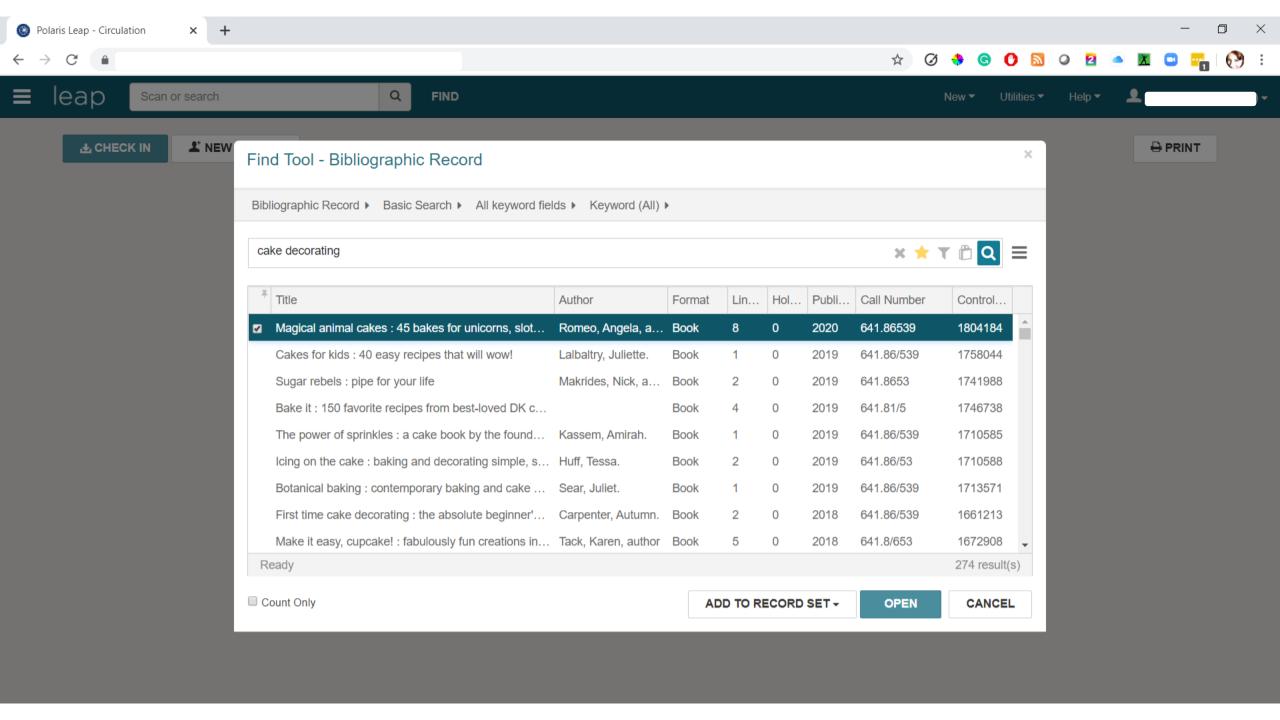




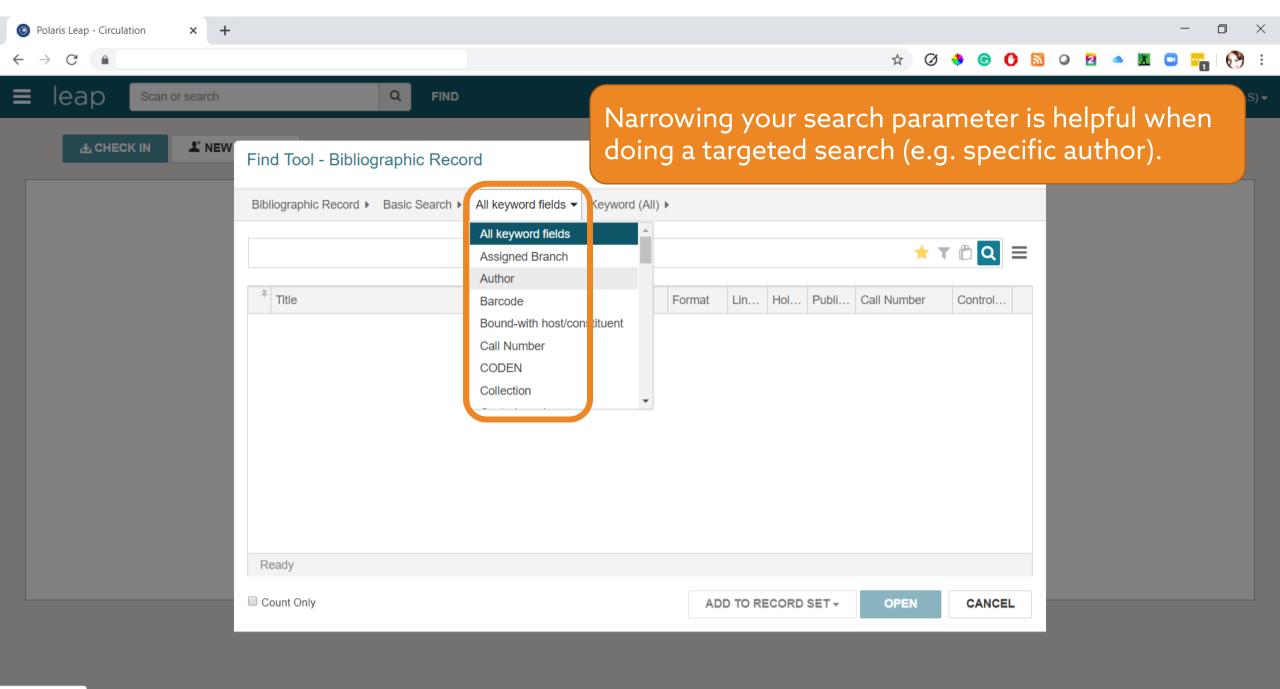


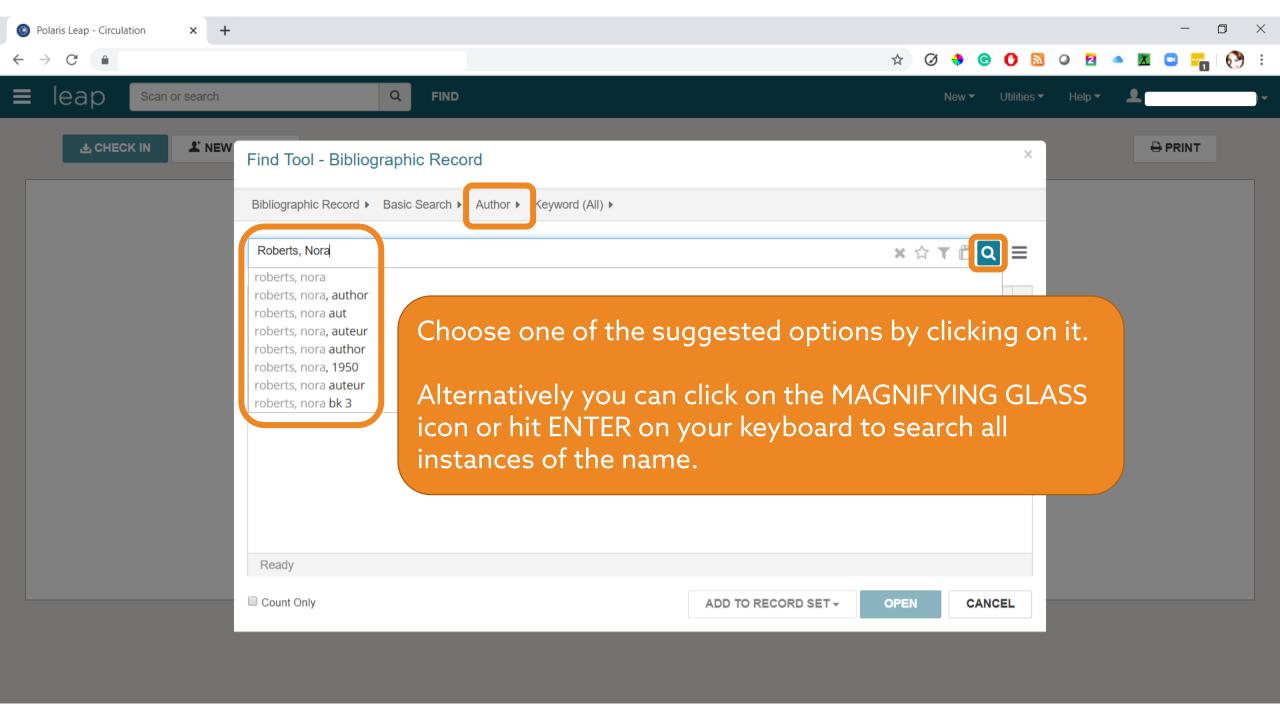


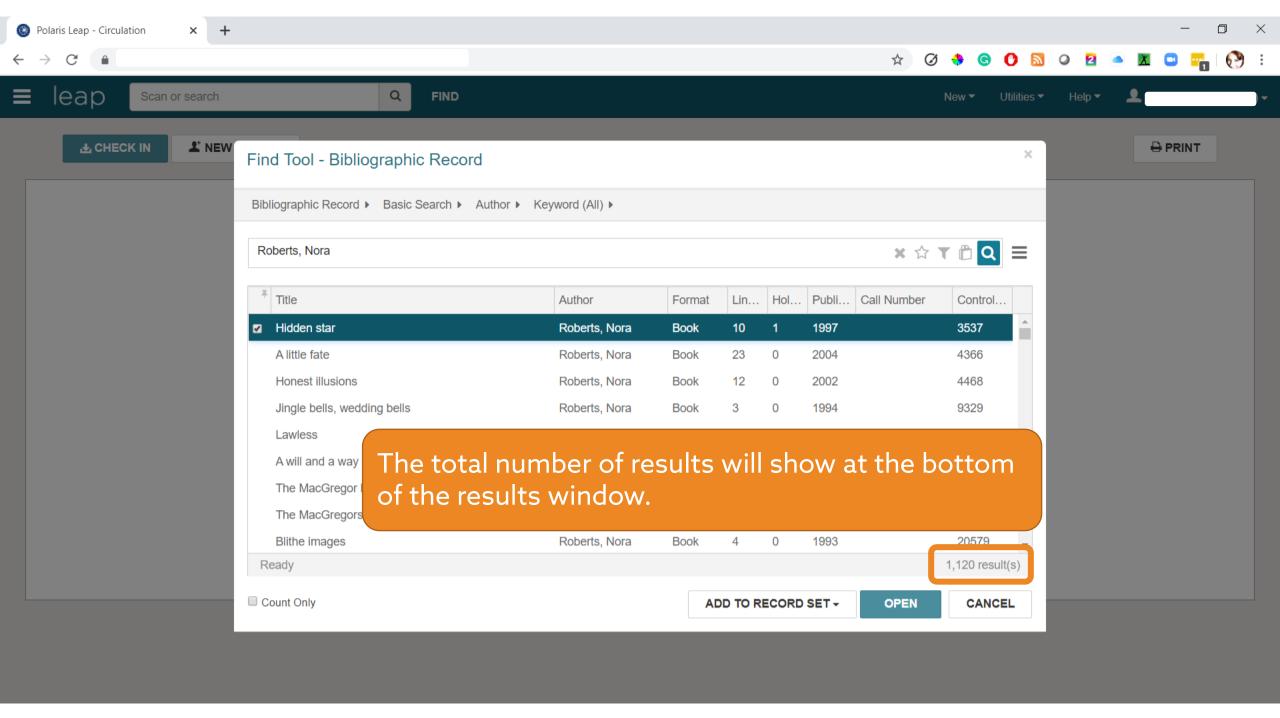


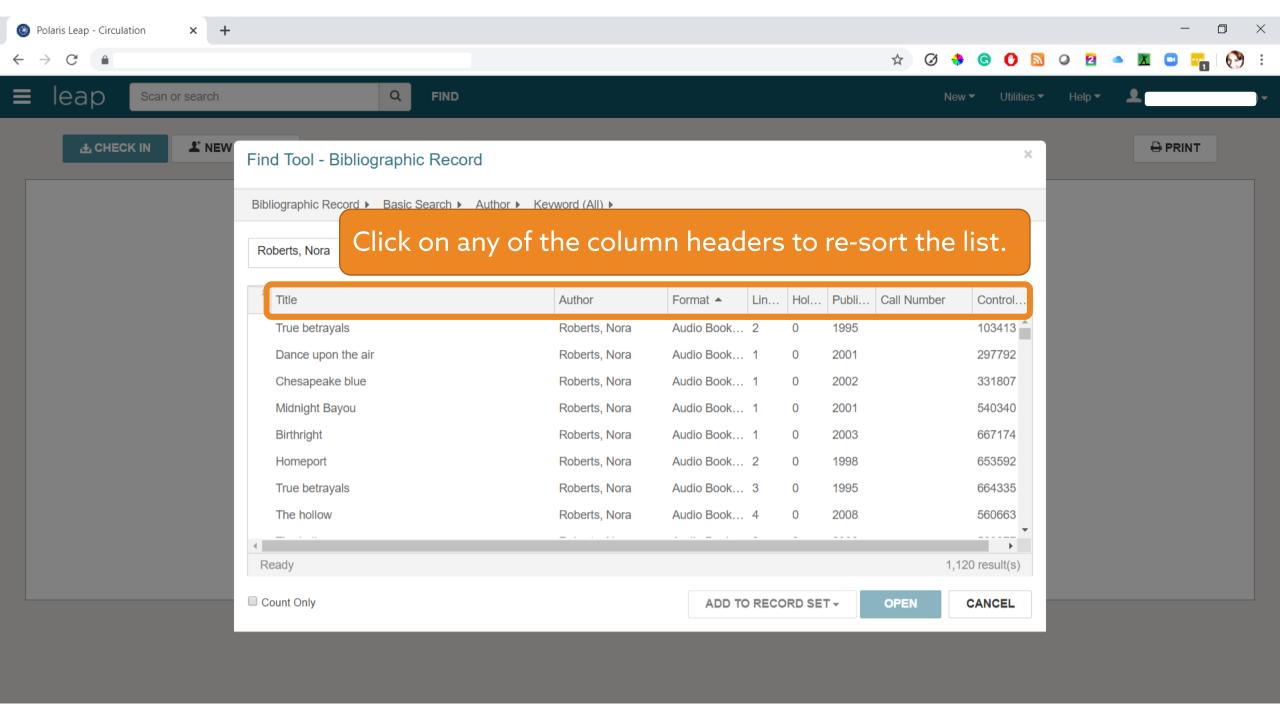


SPECIFIC SEARCH

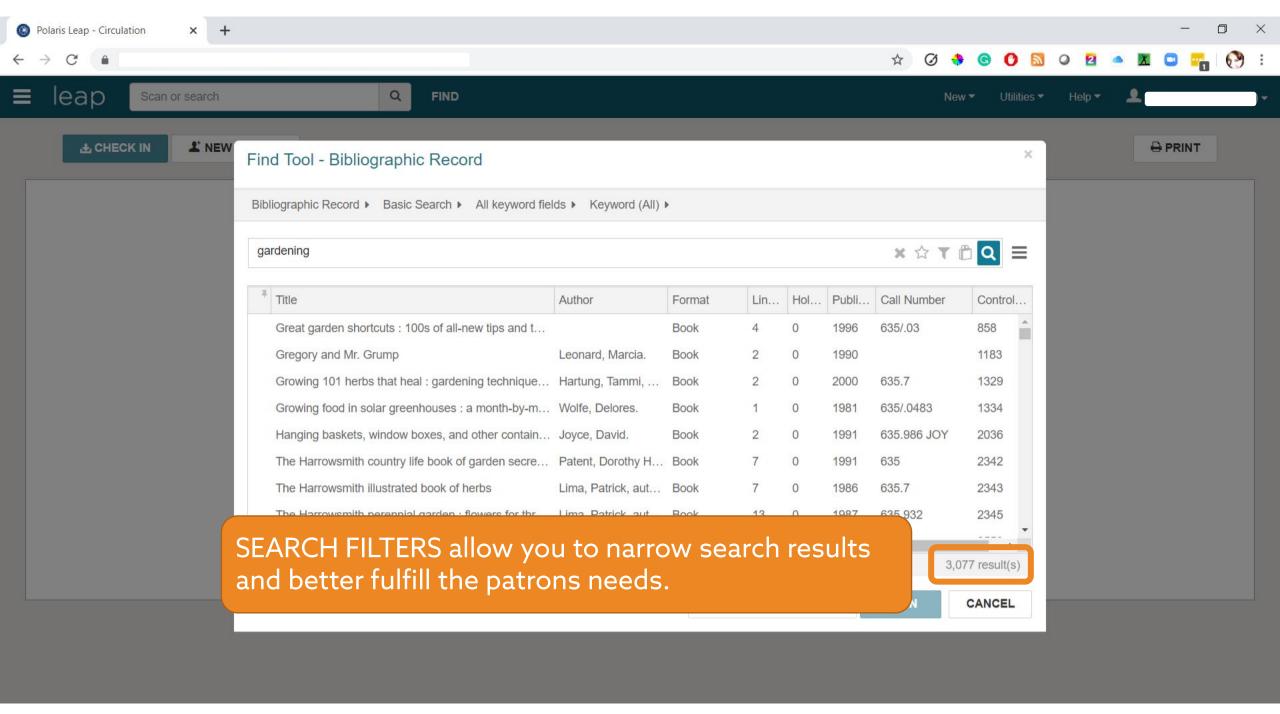


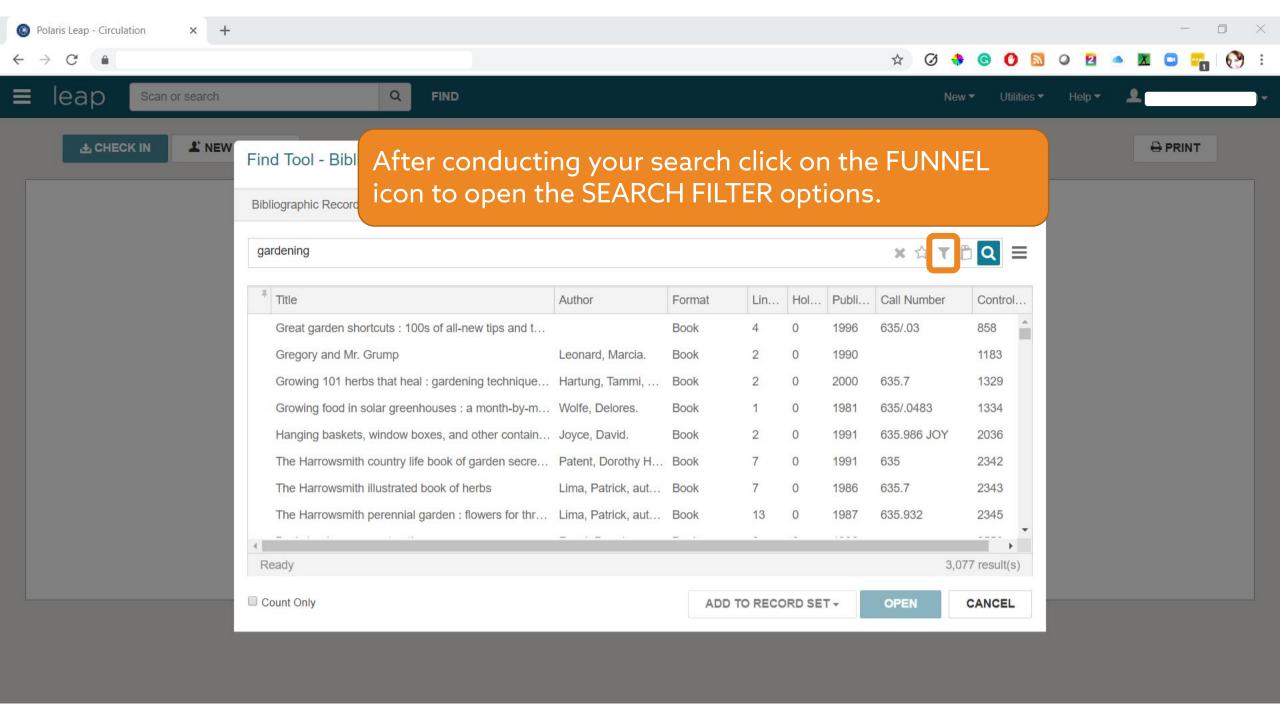


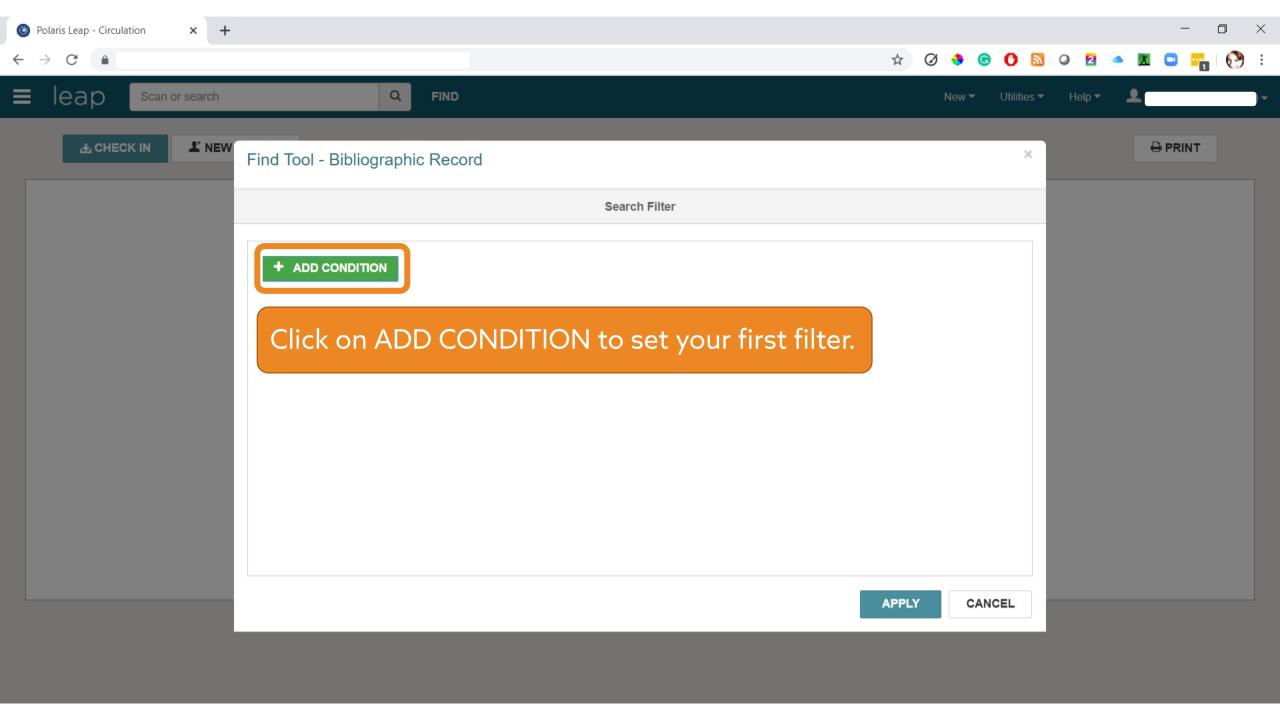


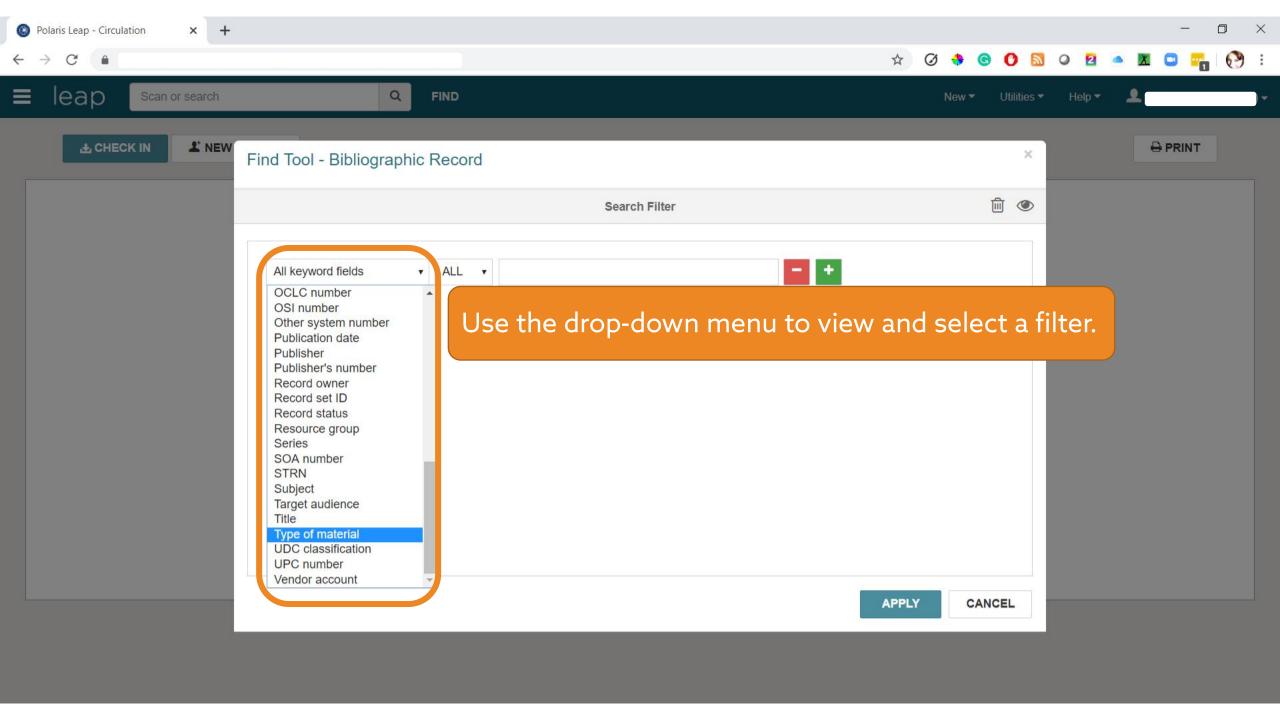


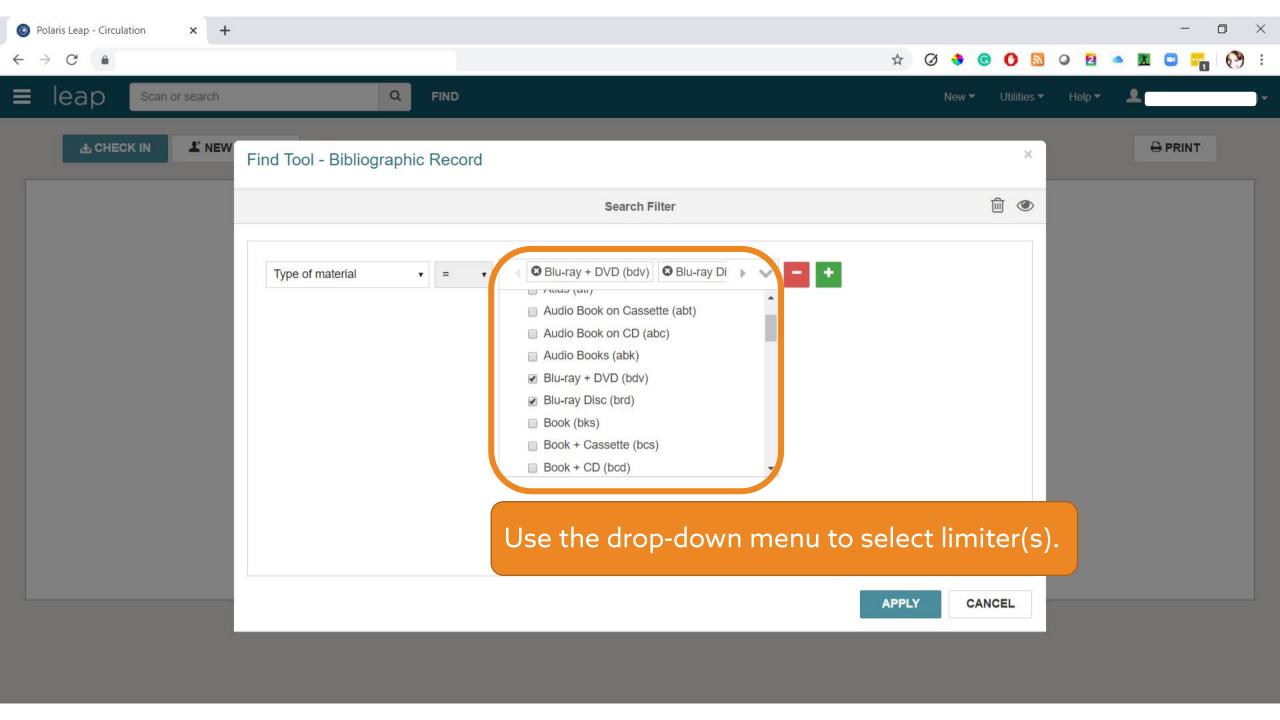
SEARCH FILTERS

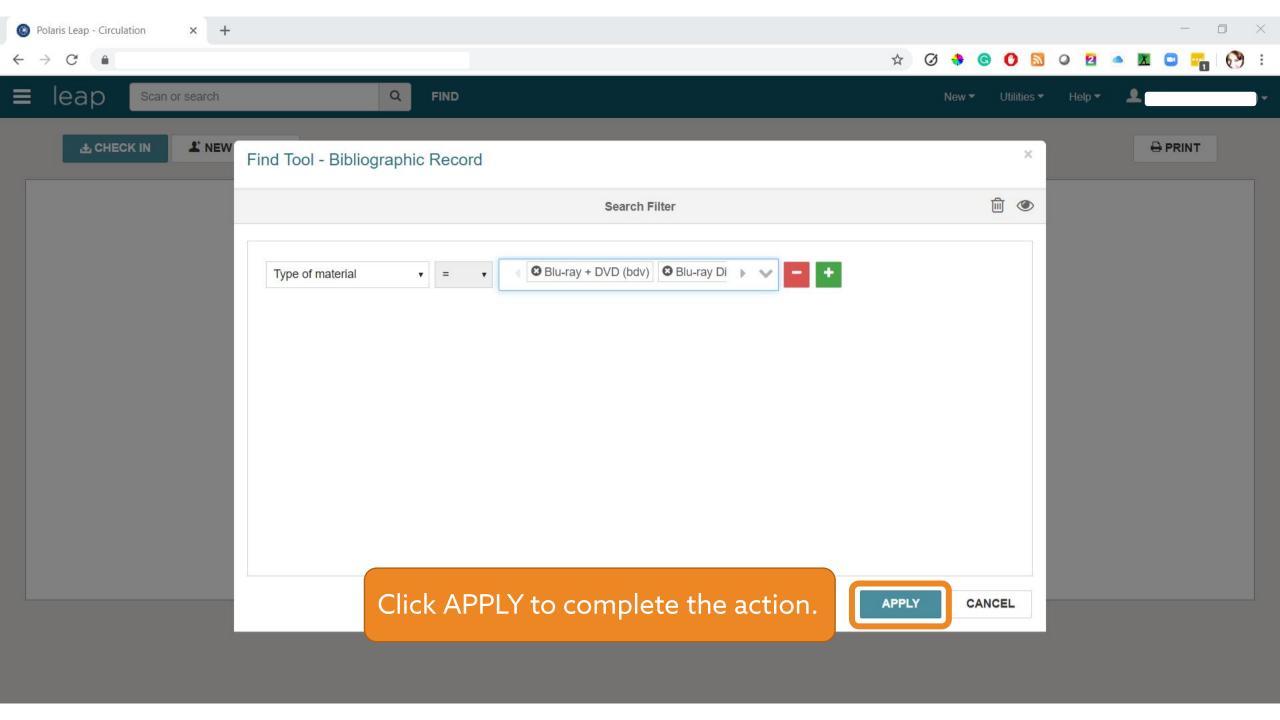


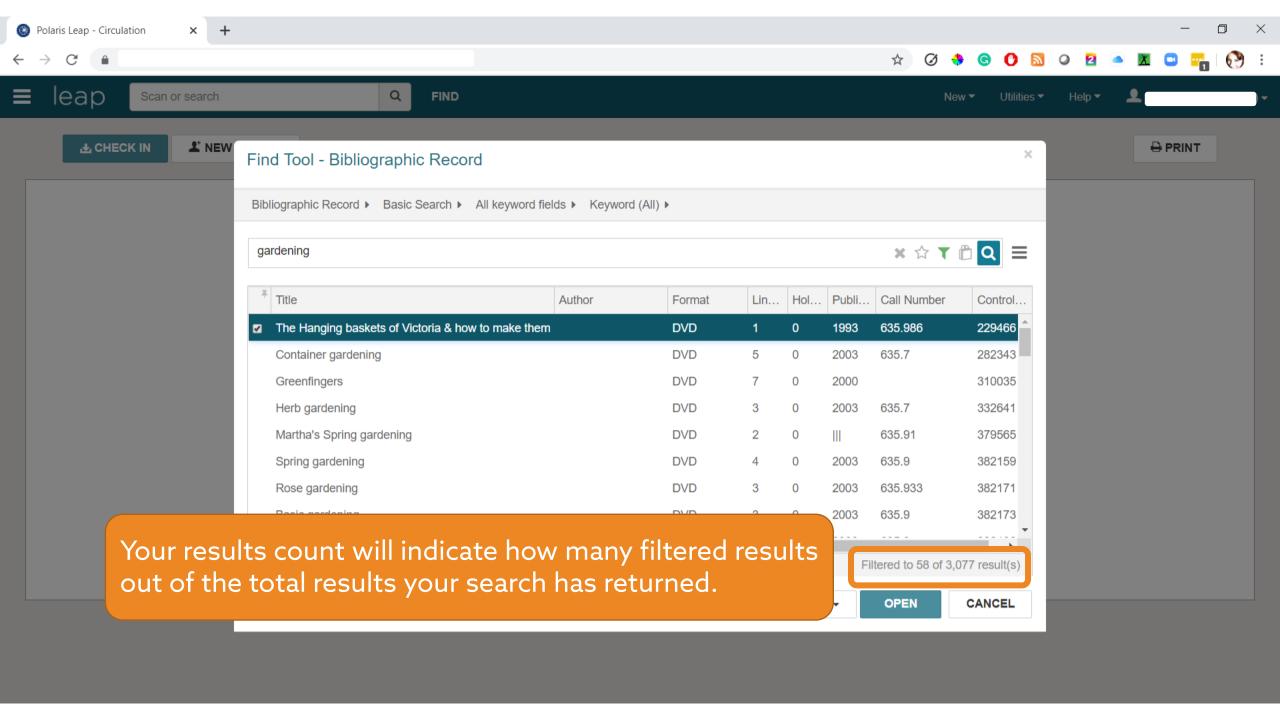


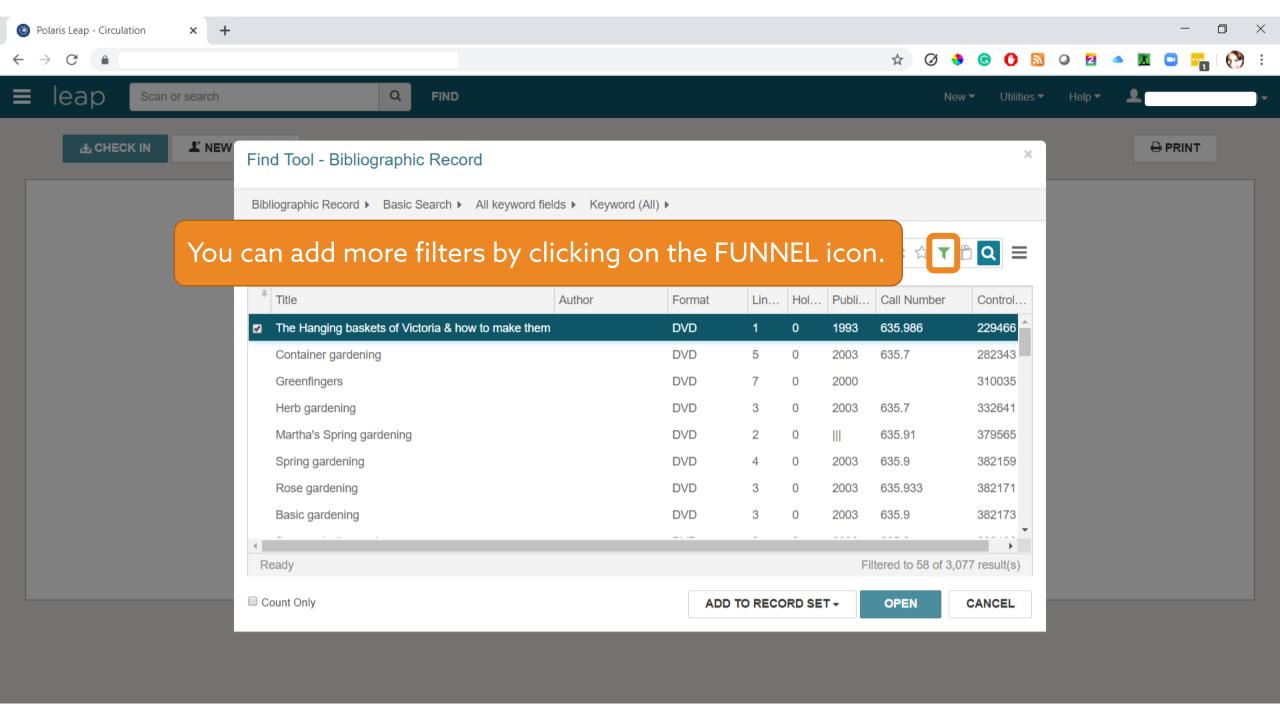


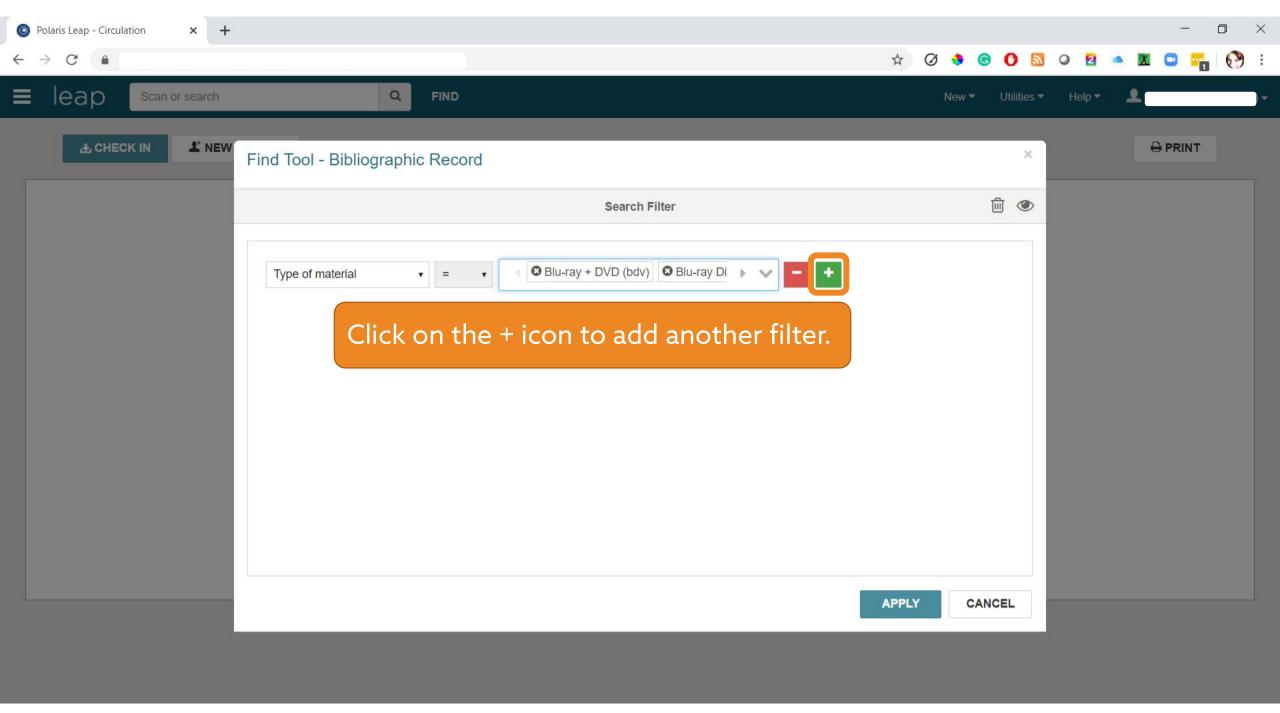


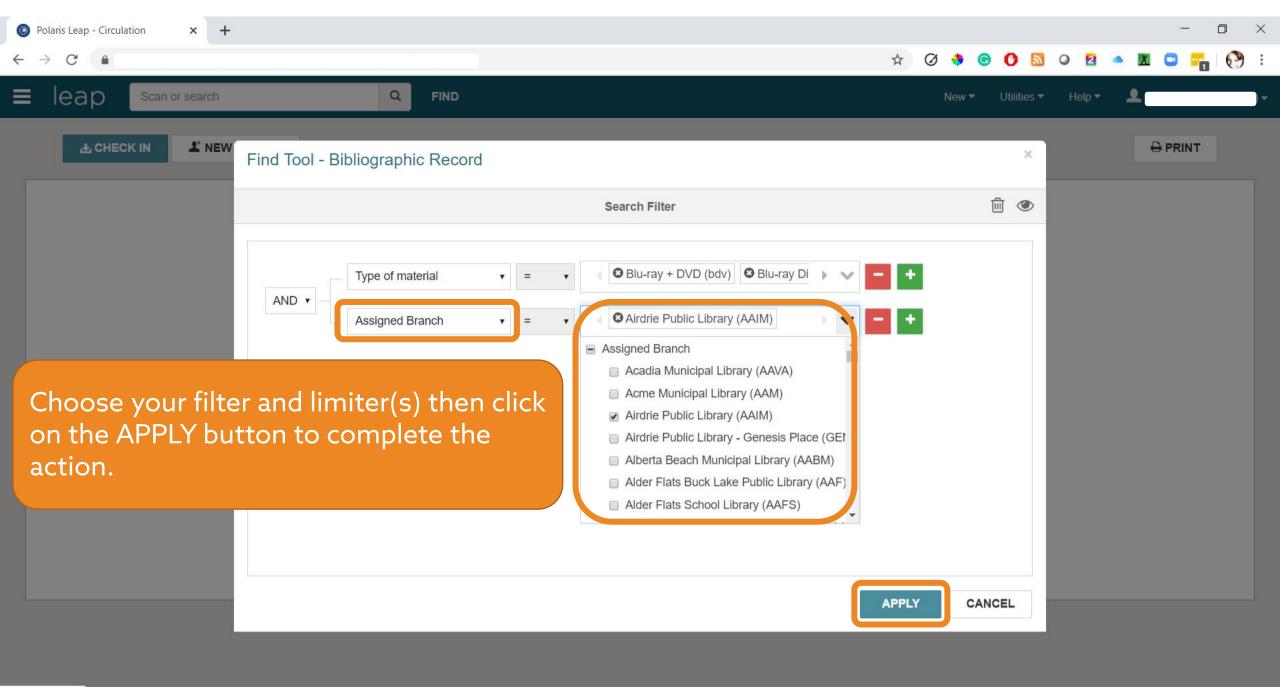


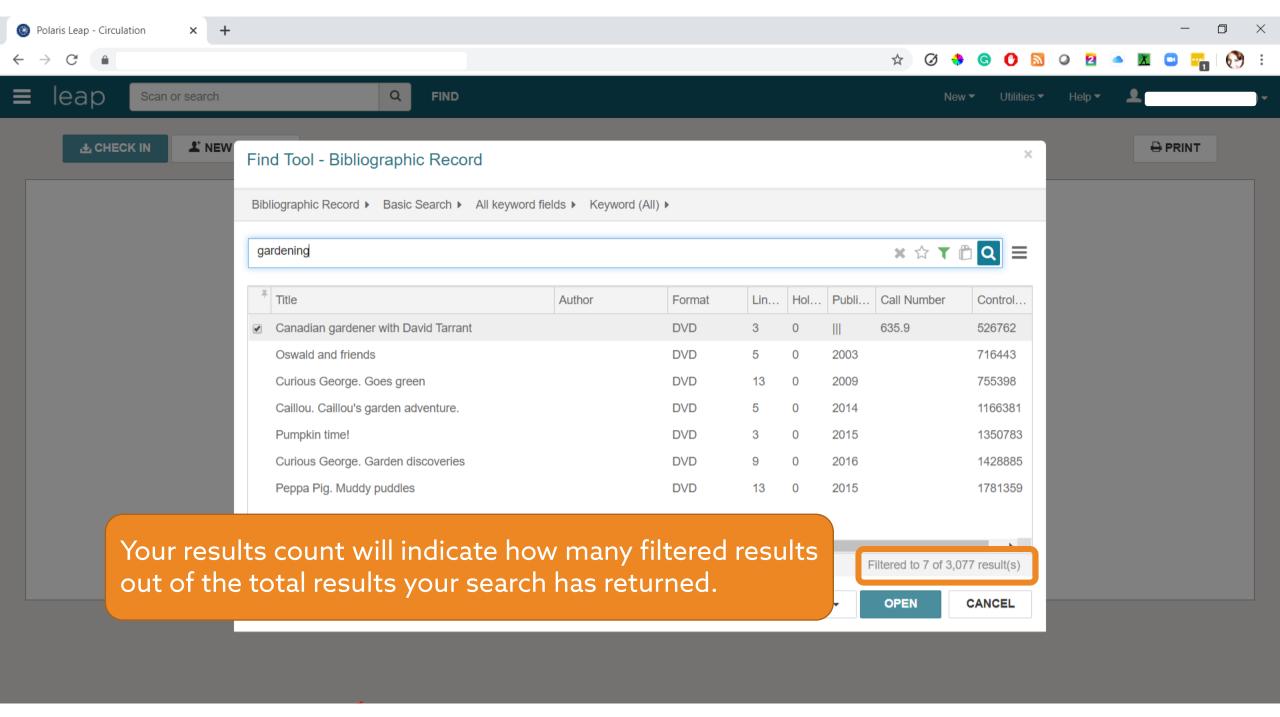


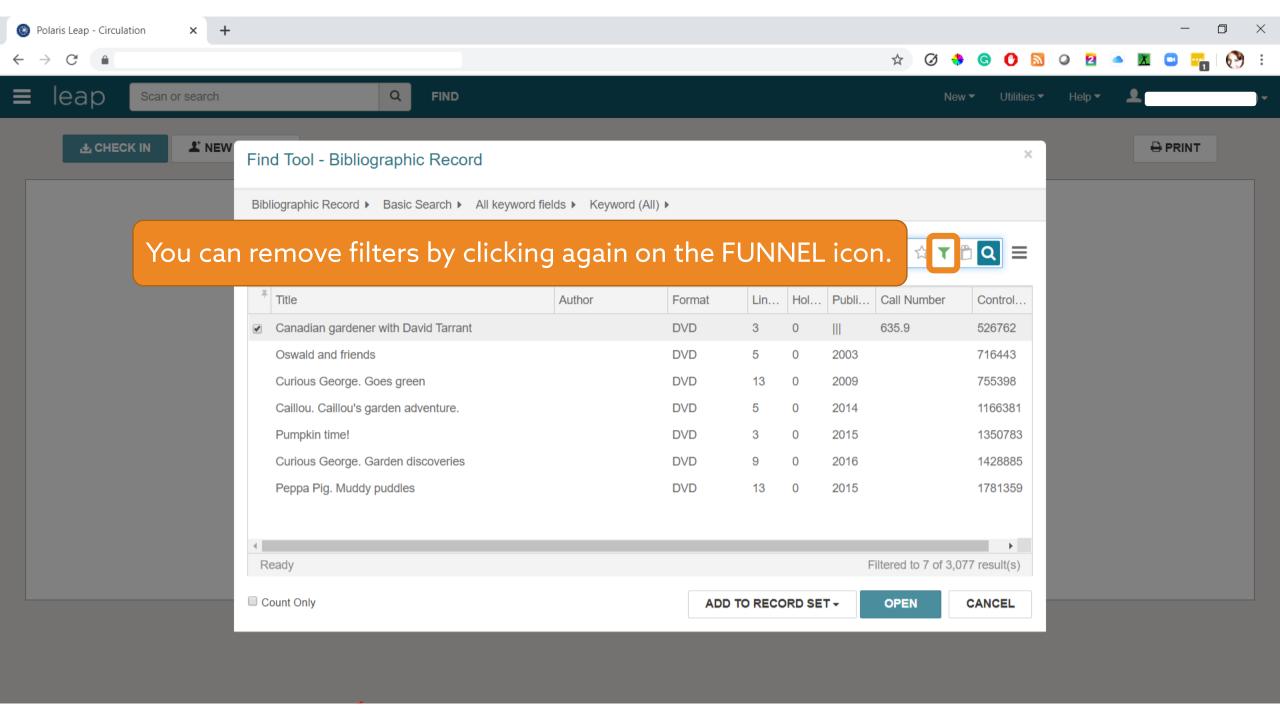


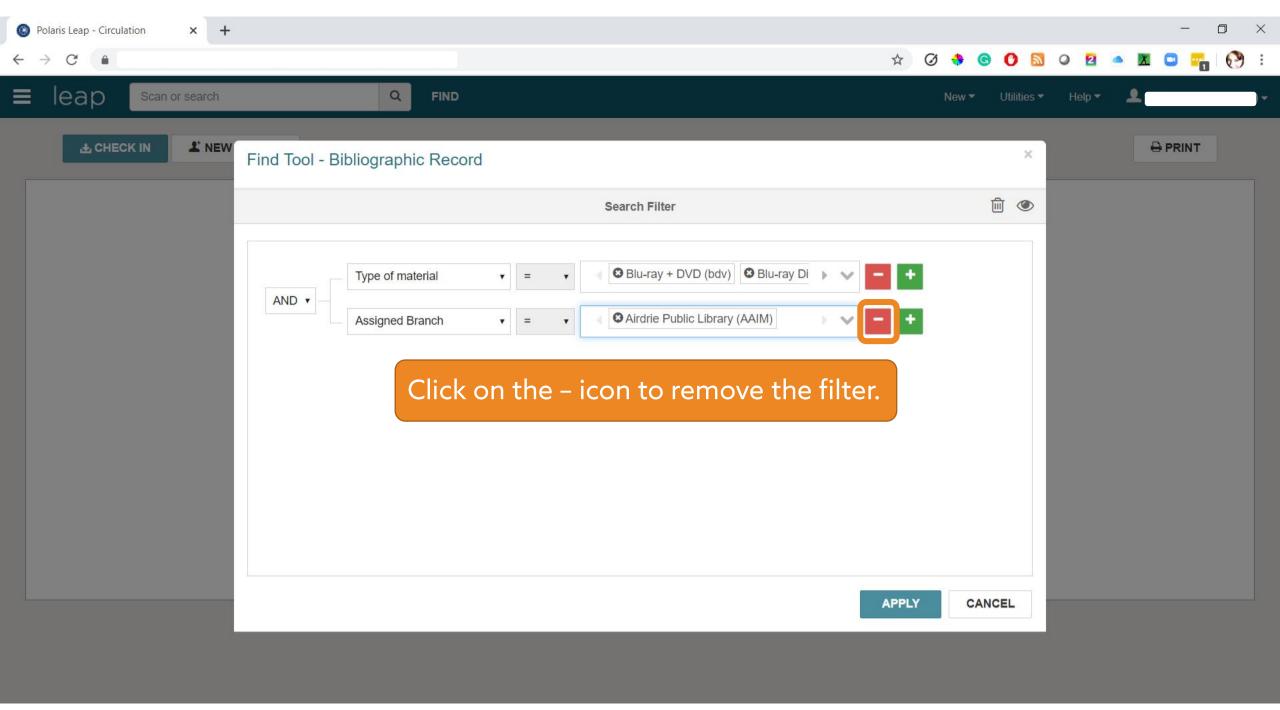


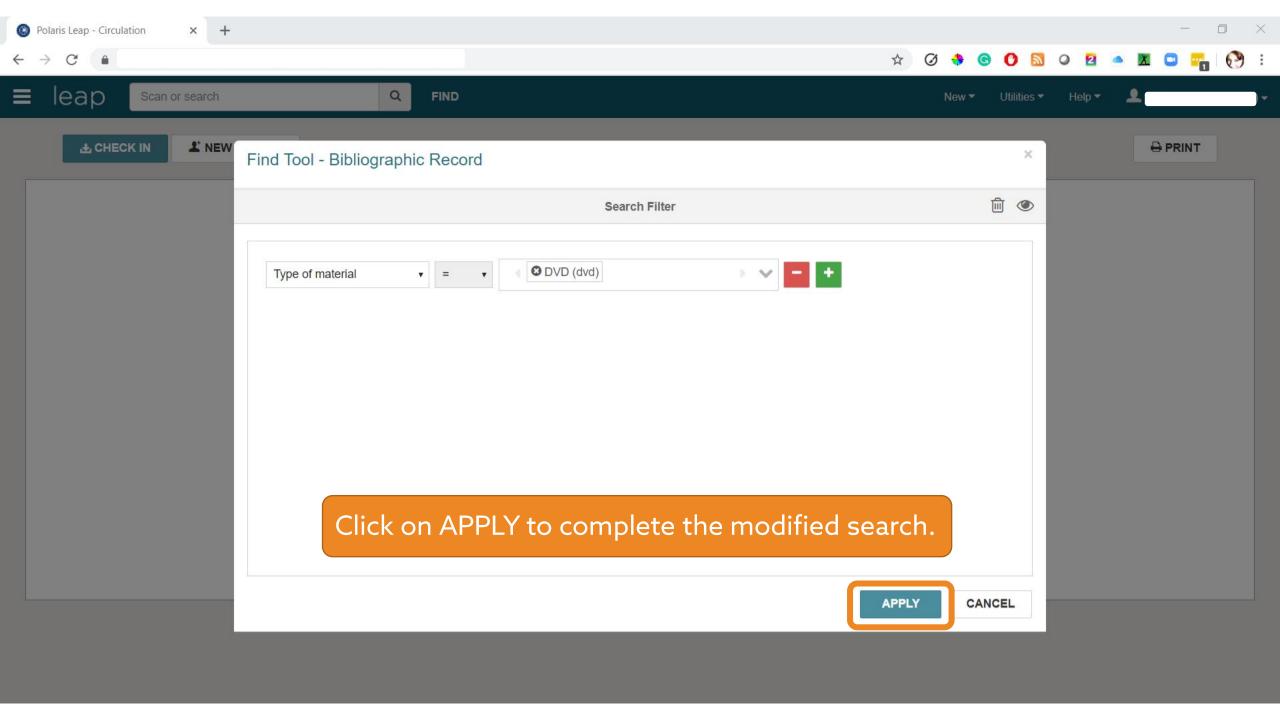




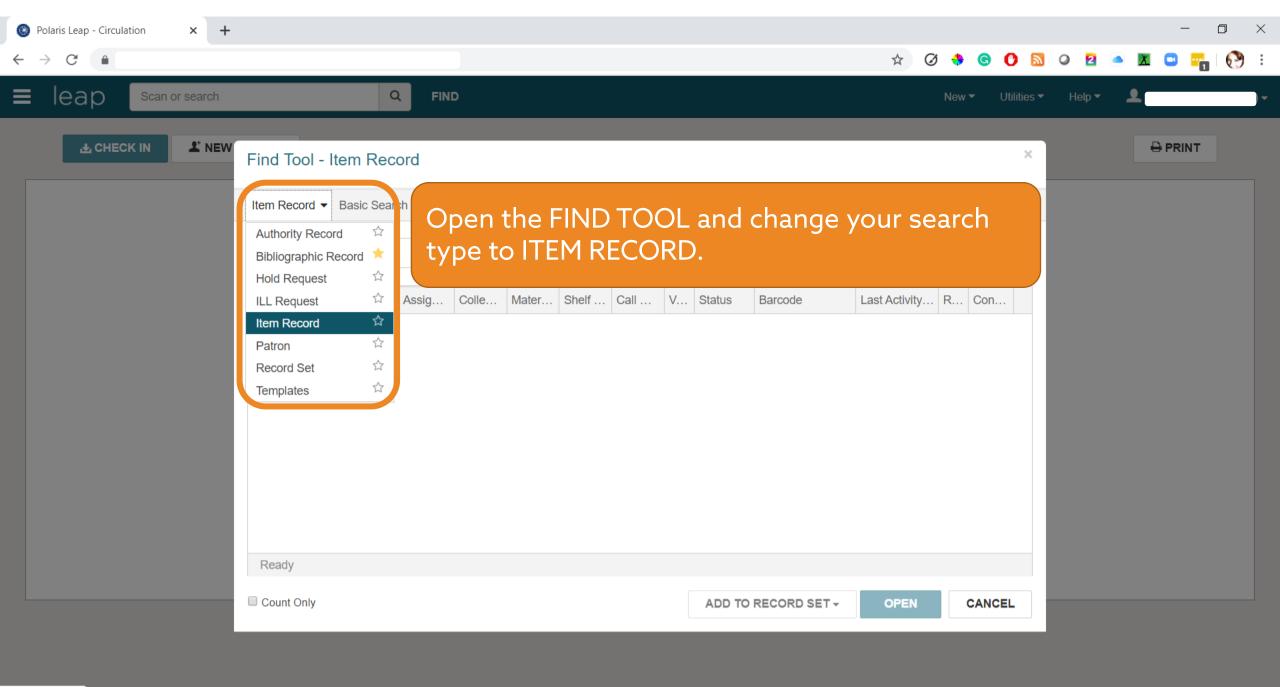


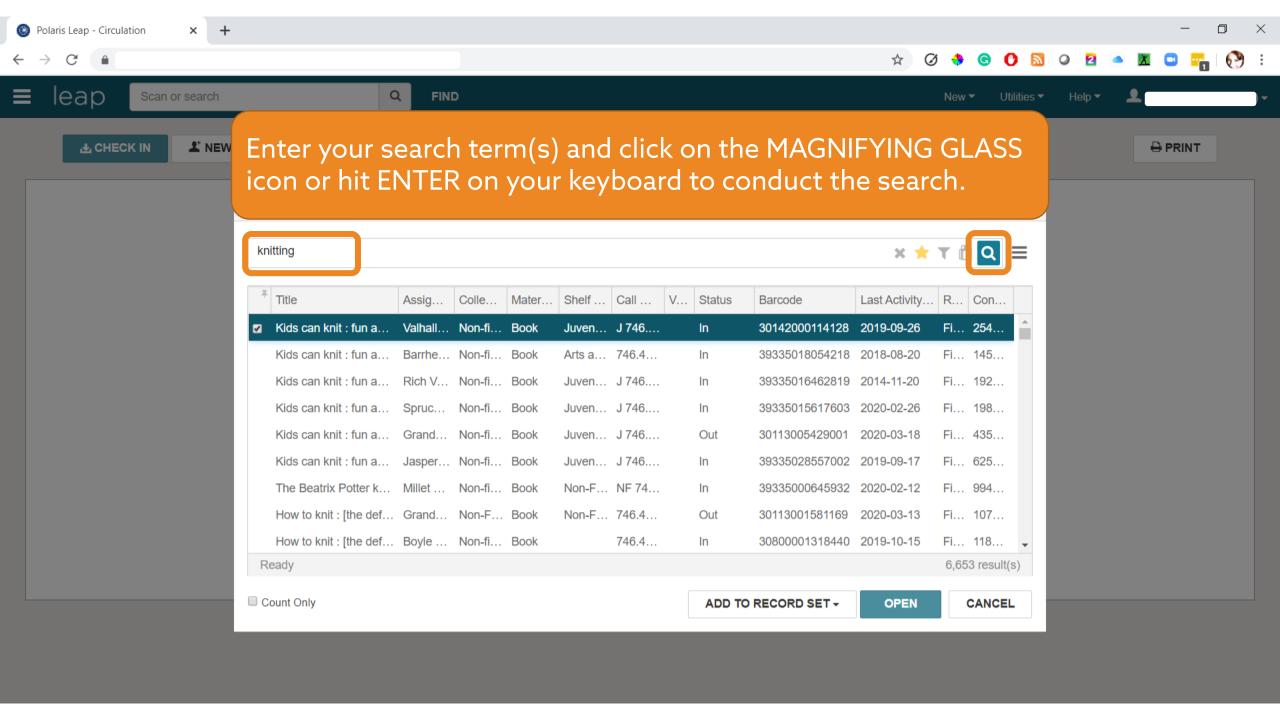


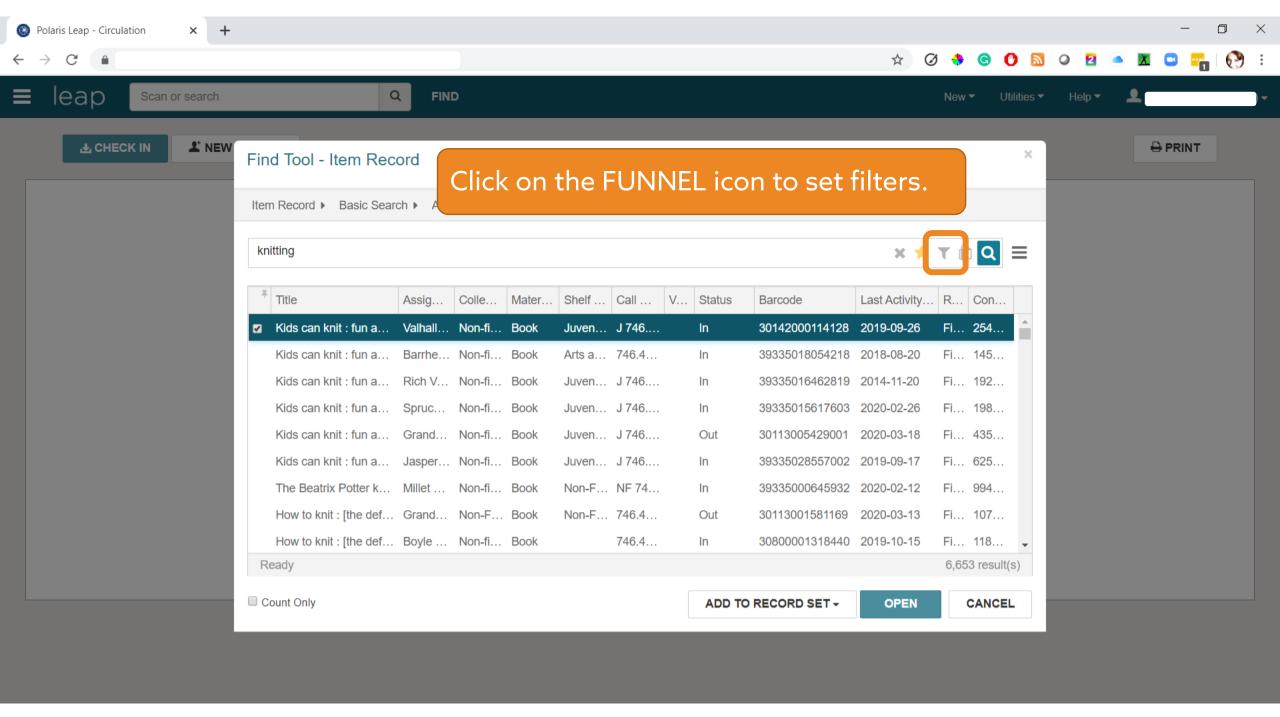


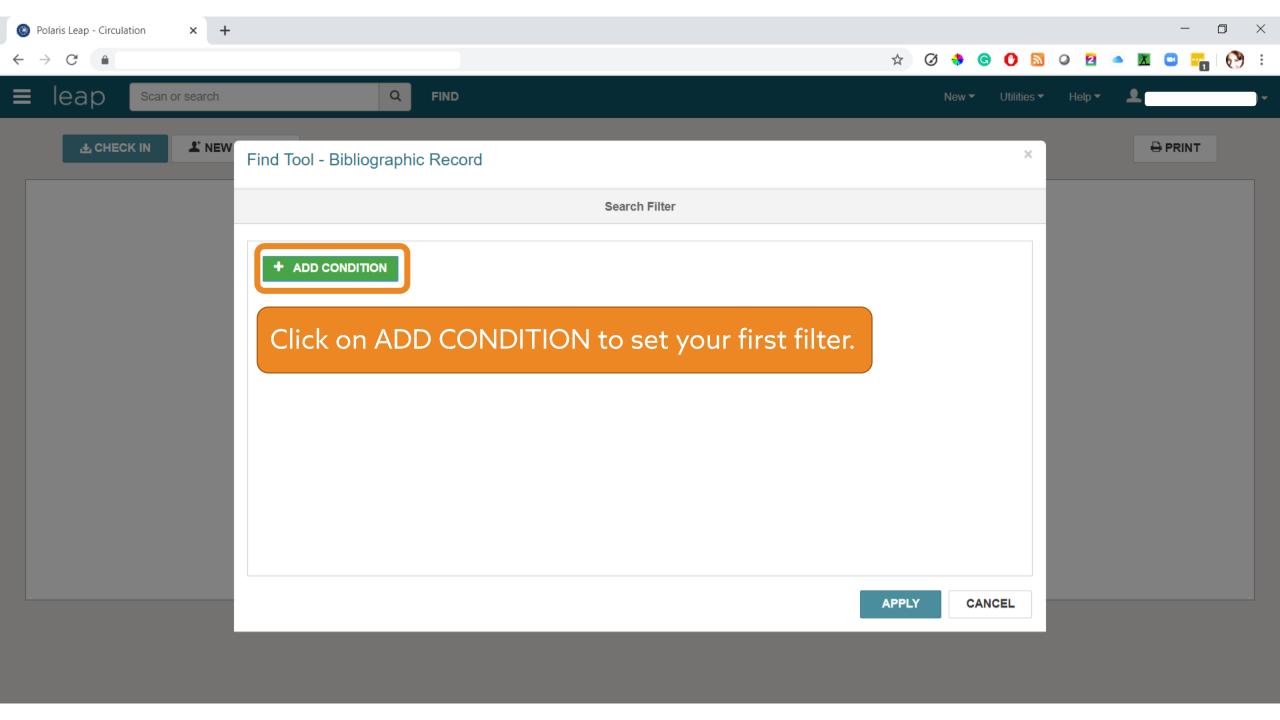


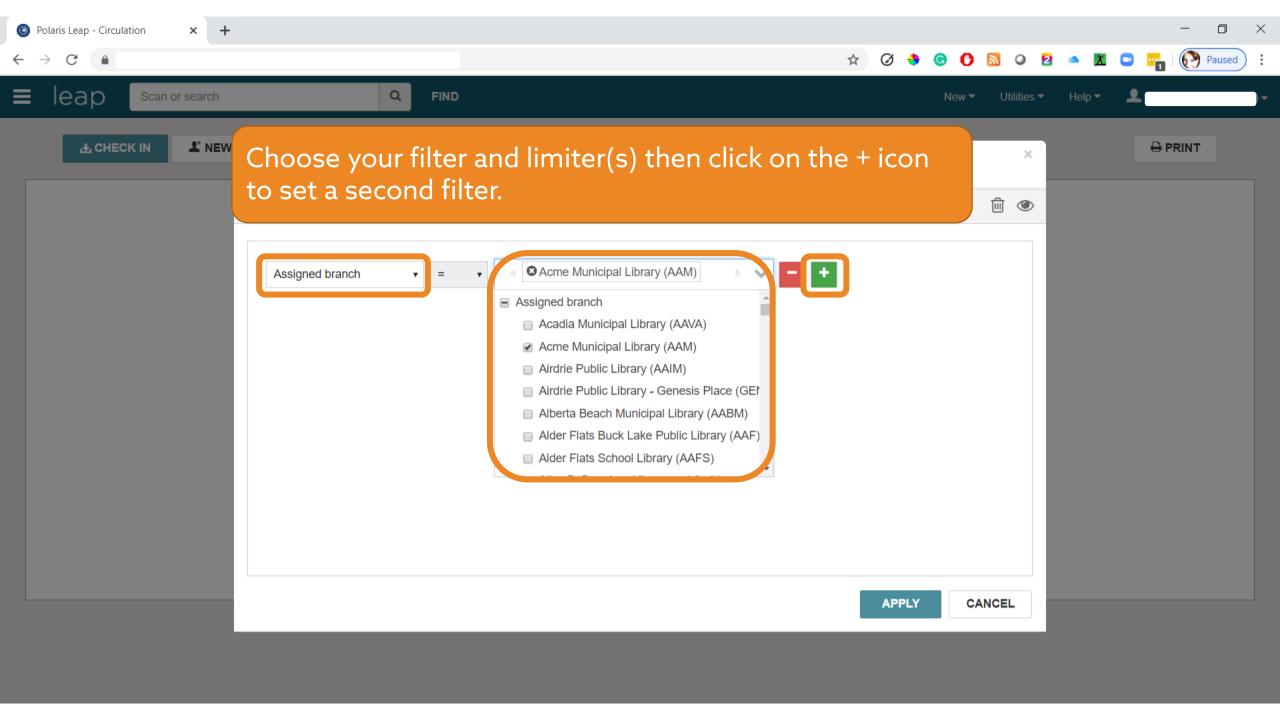
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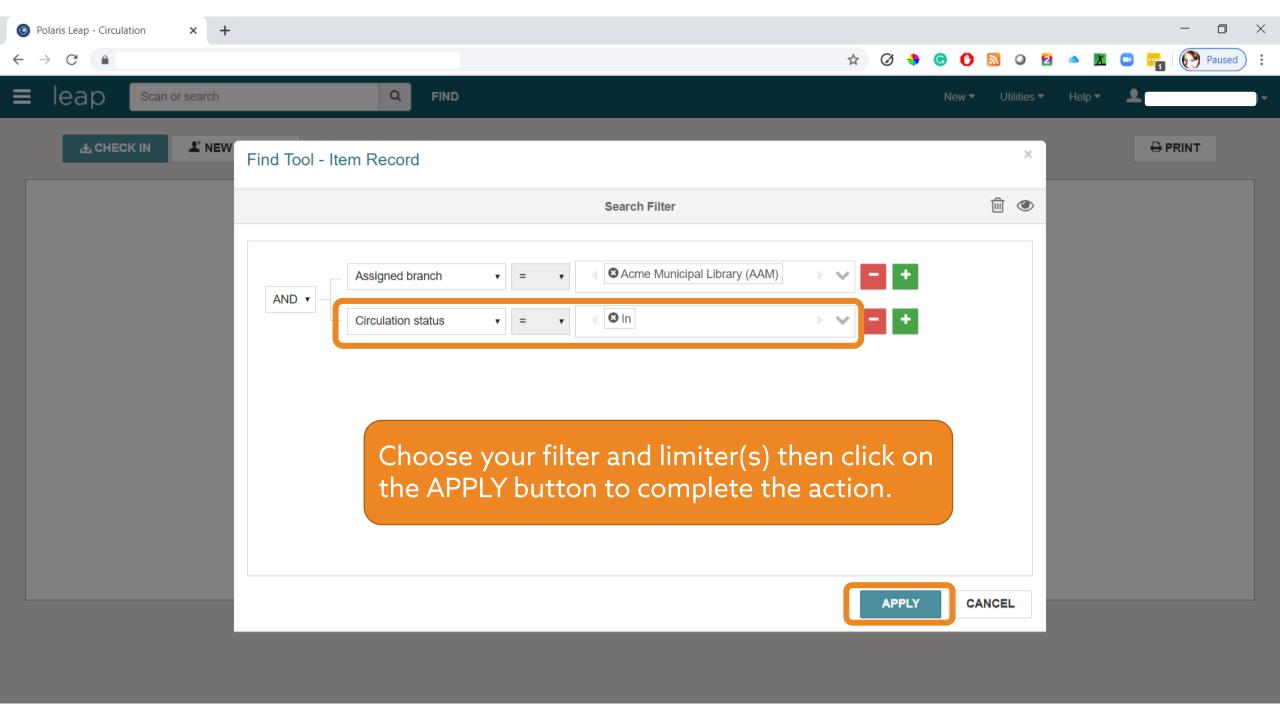


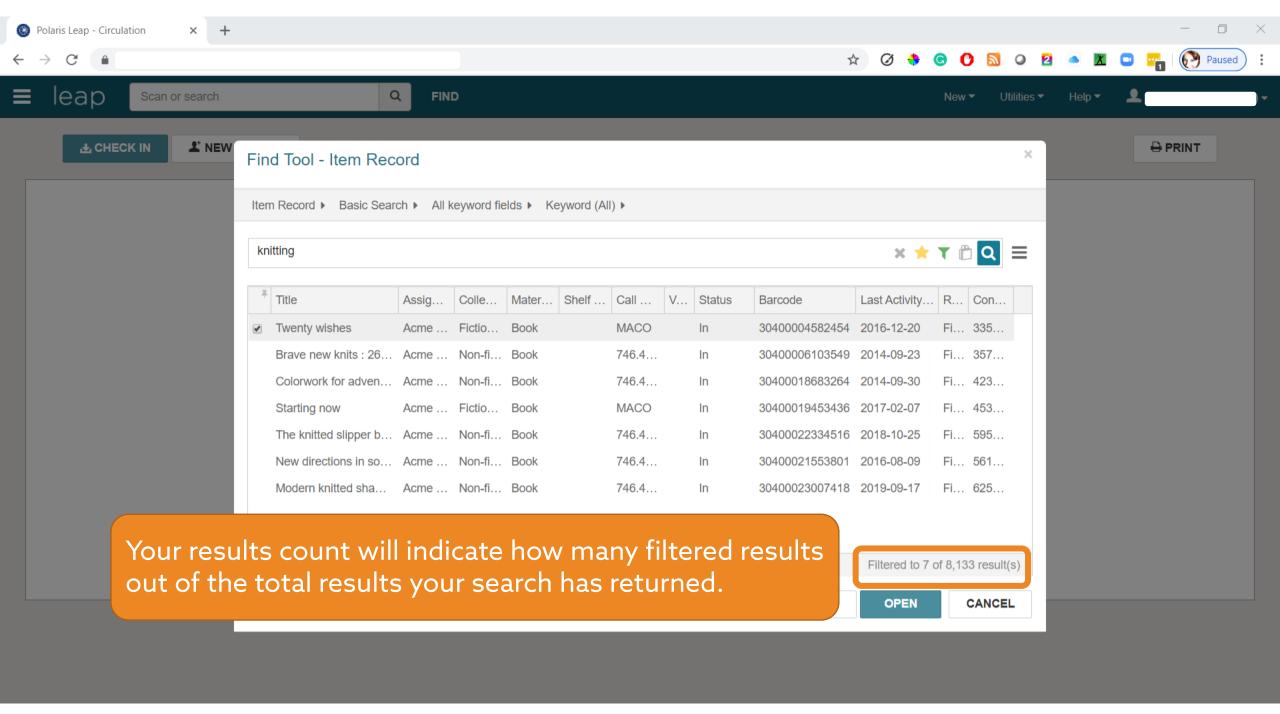


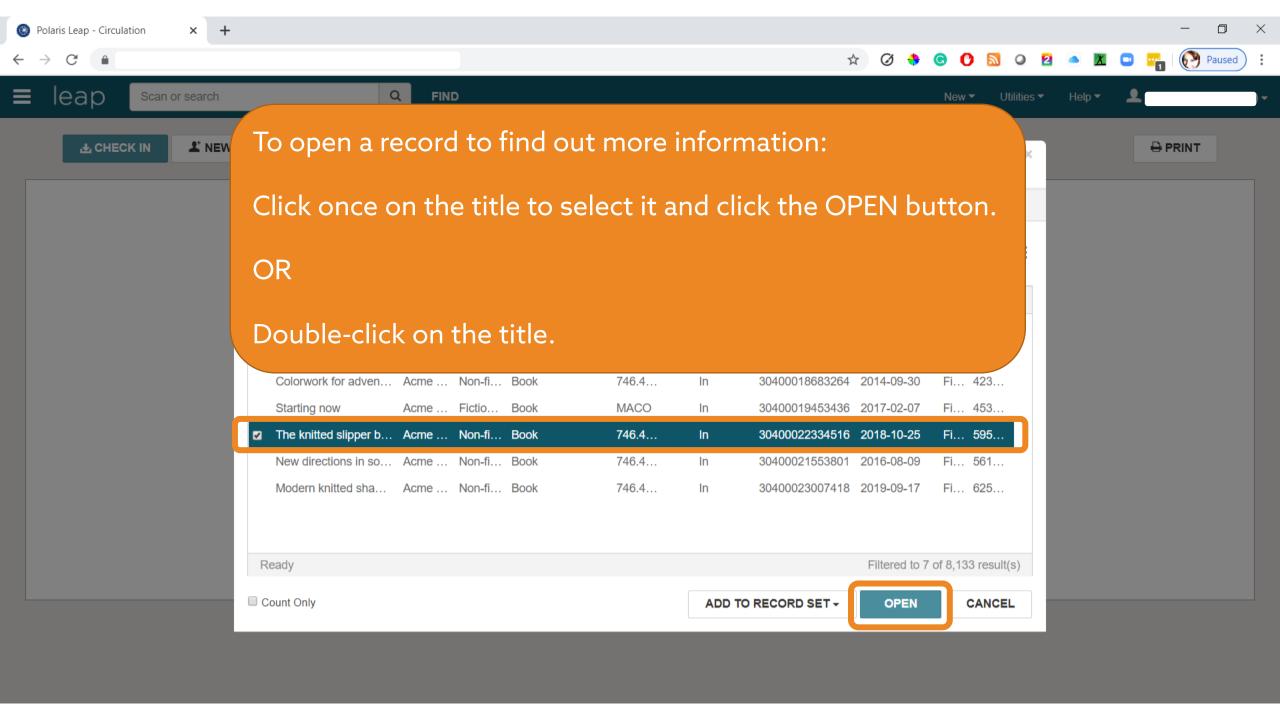




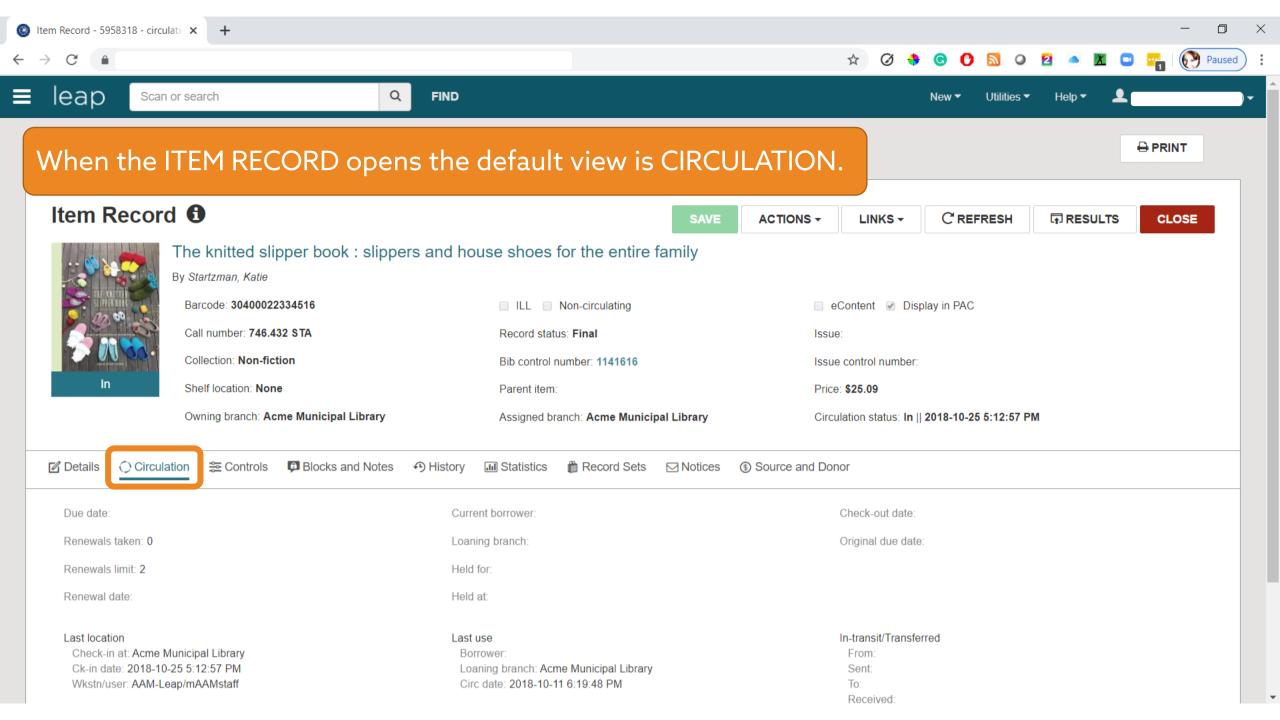


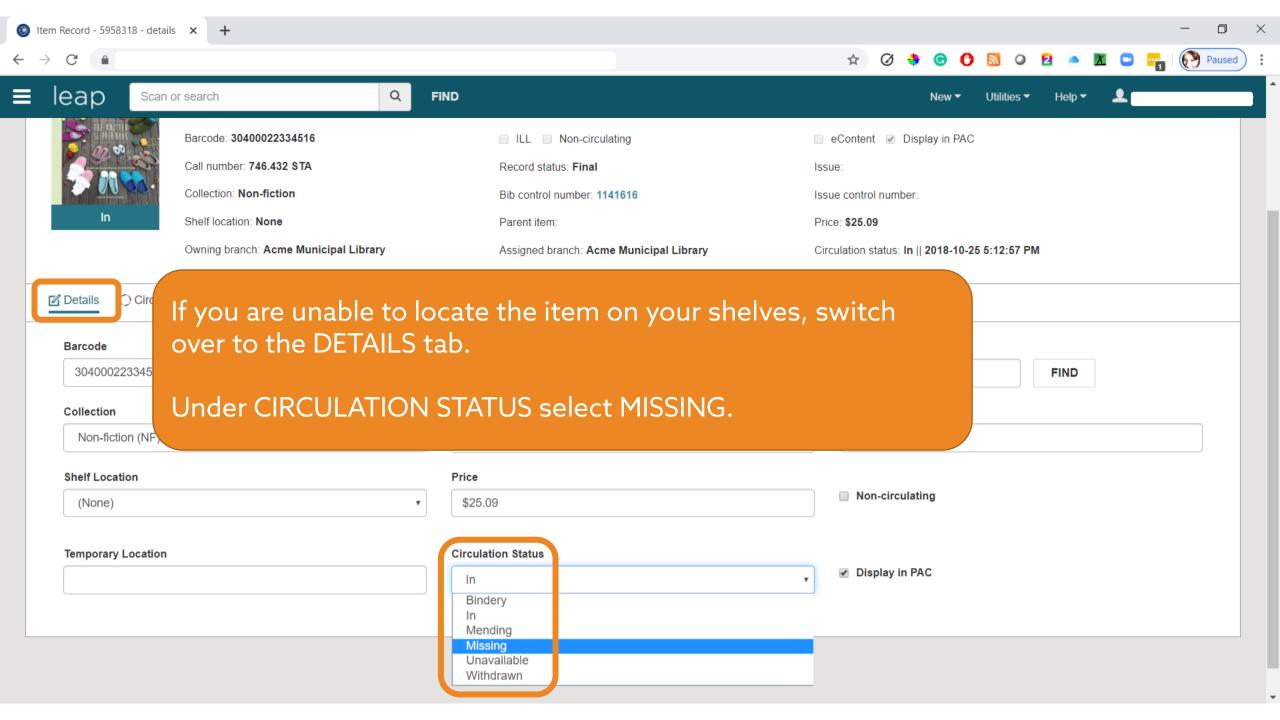


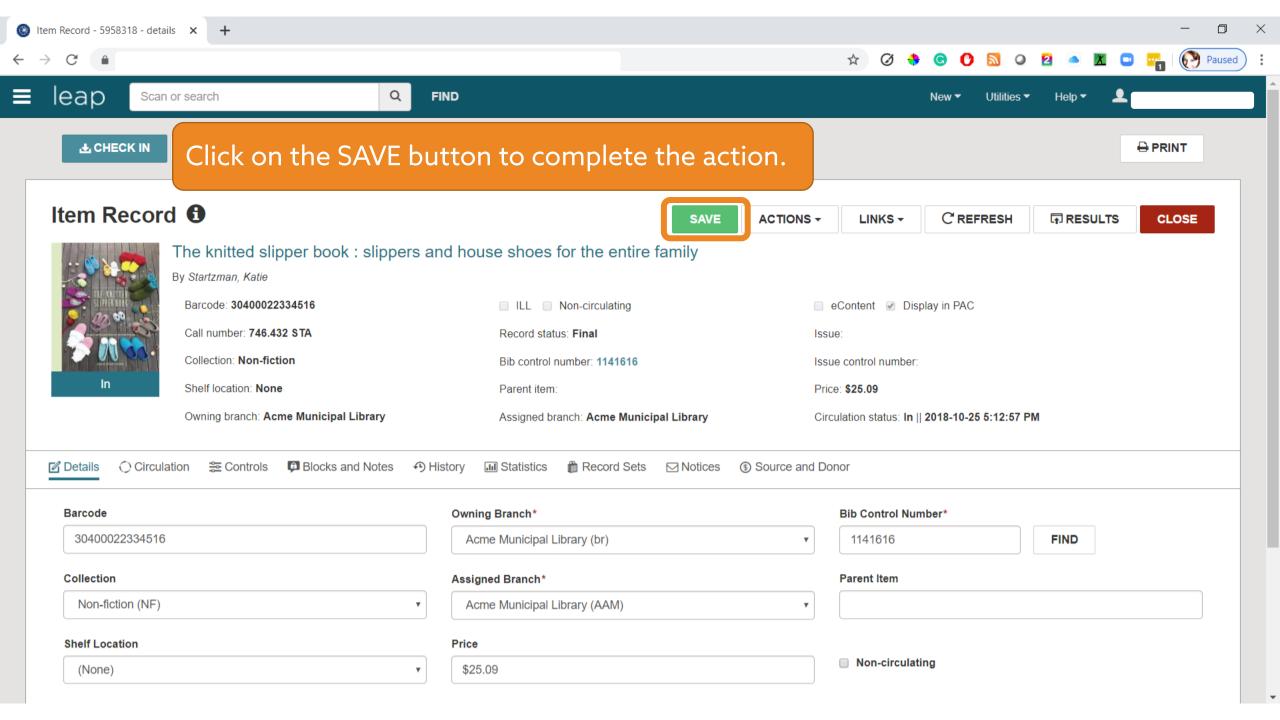


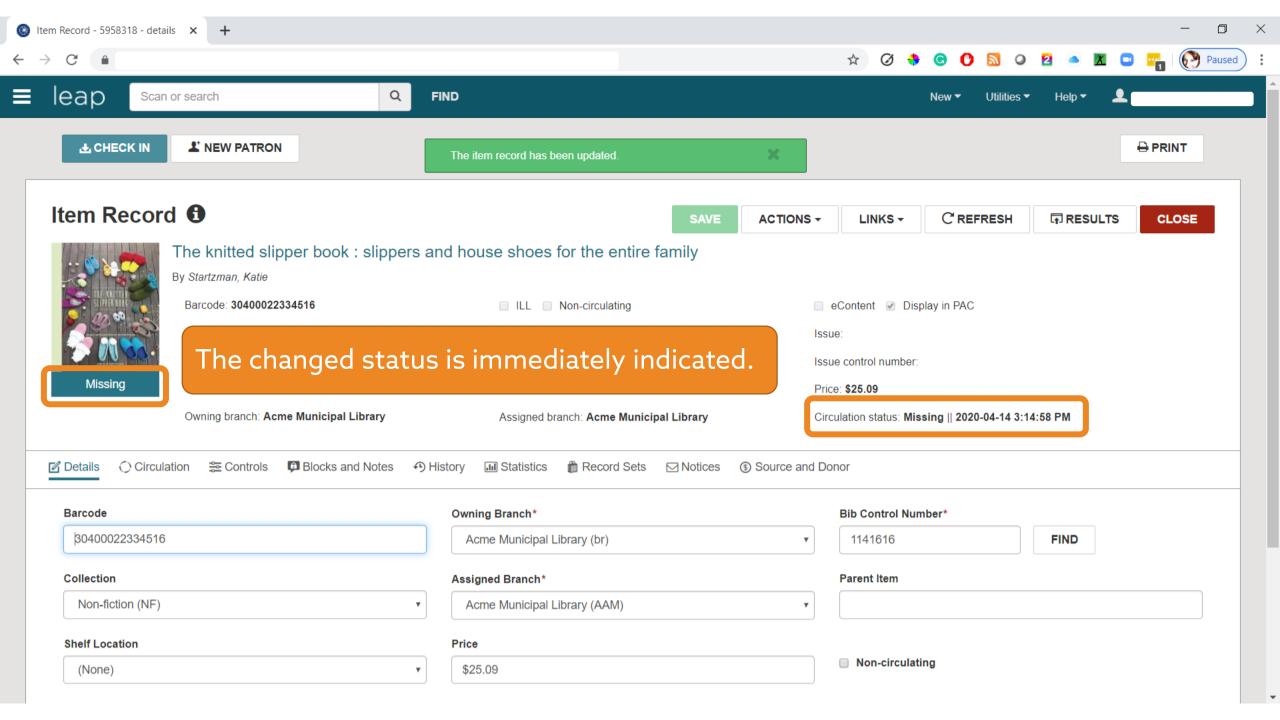


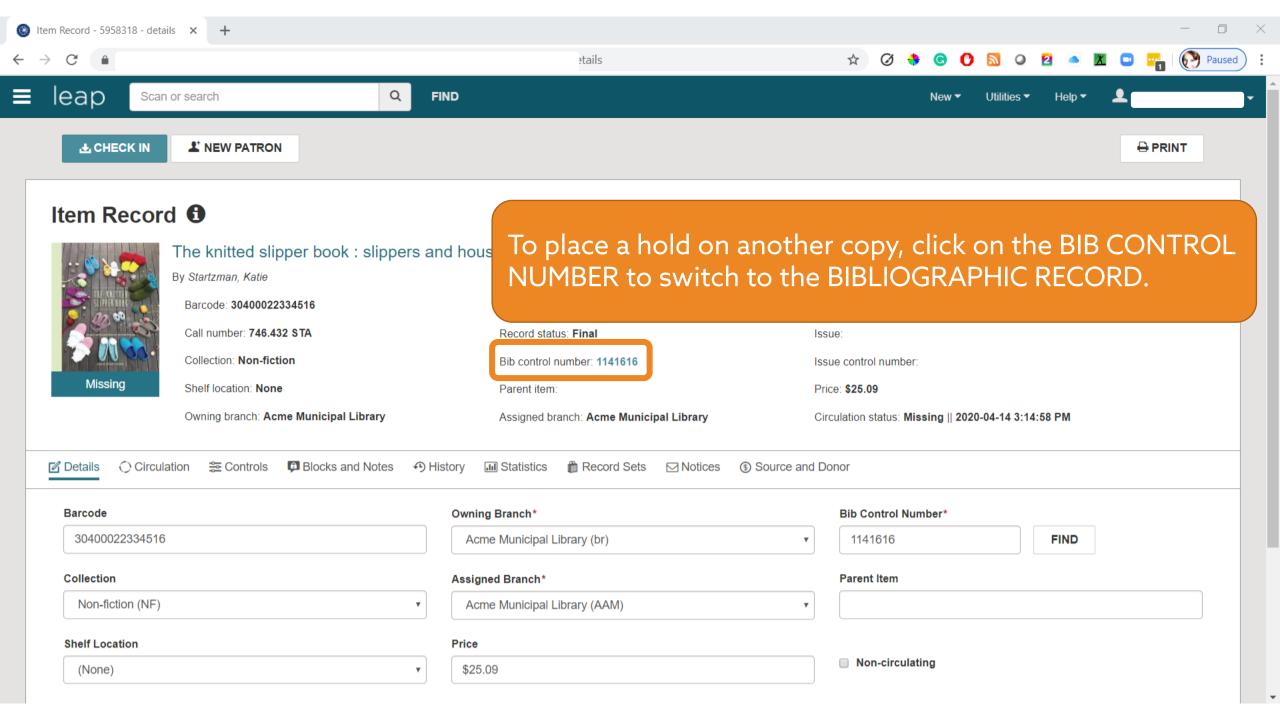
ITEM RECORDS



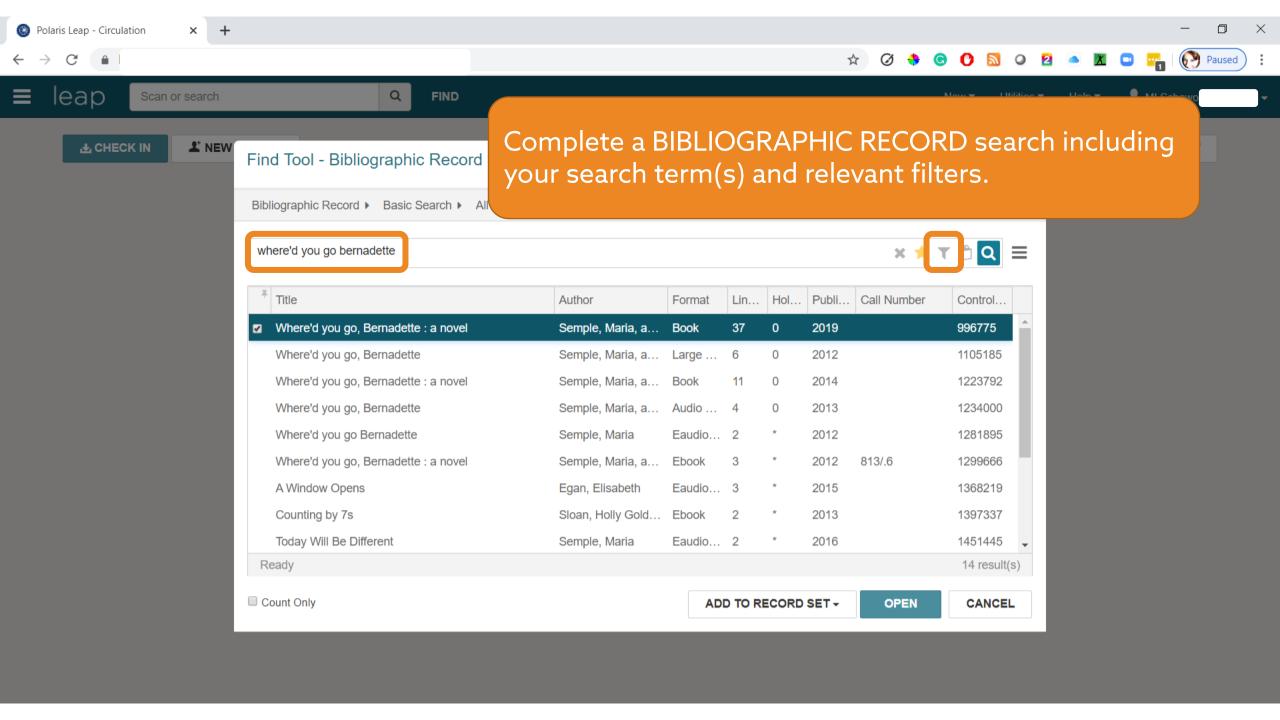


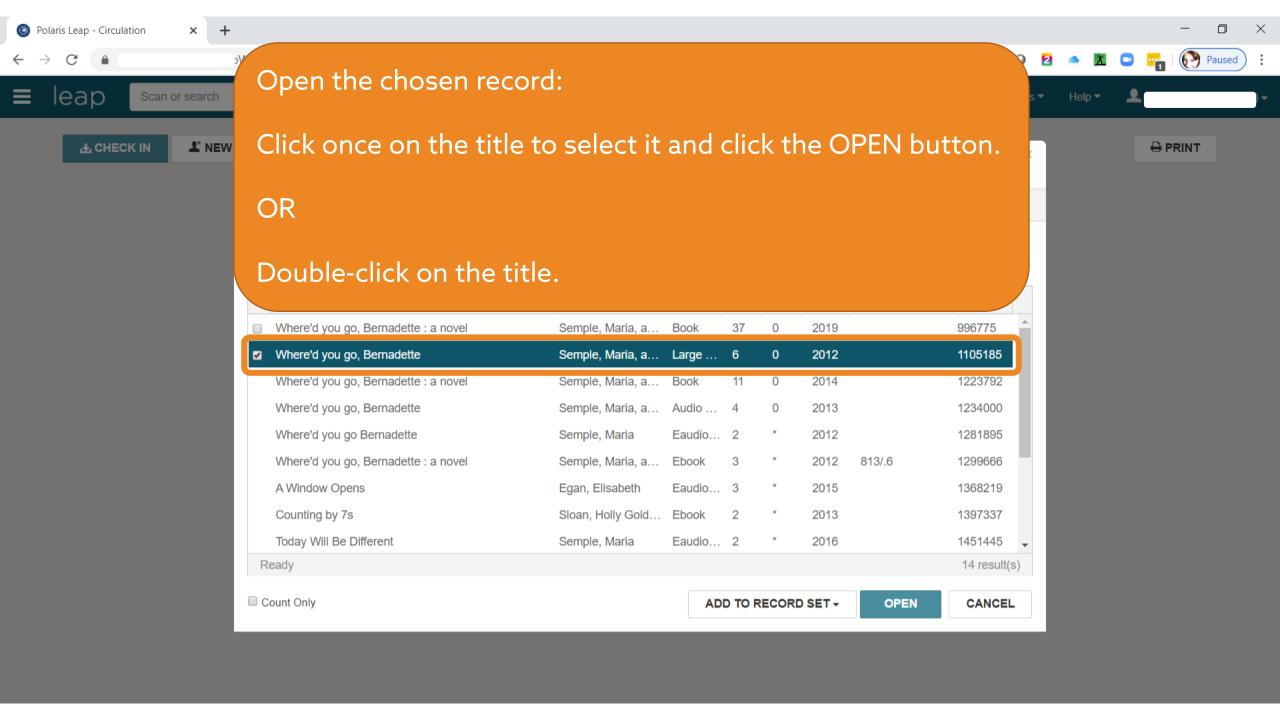


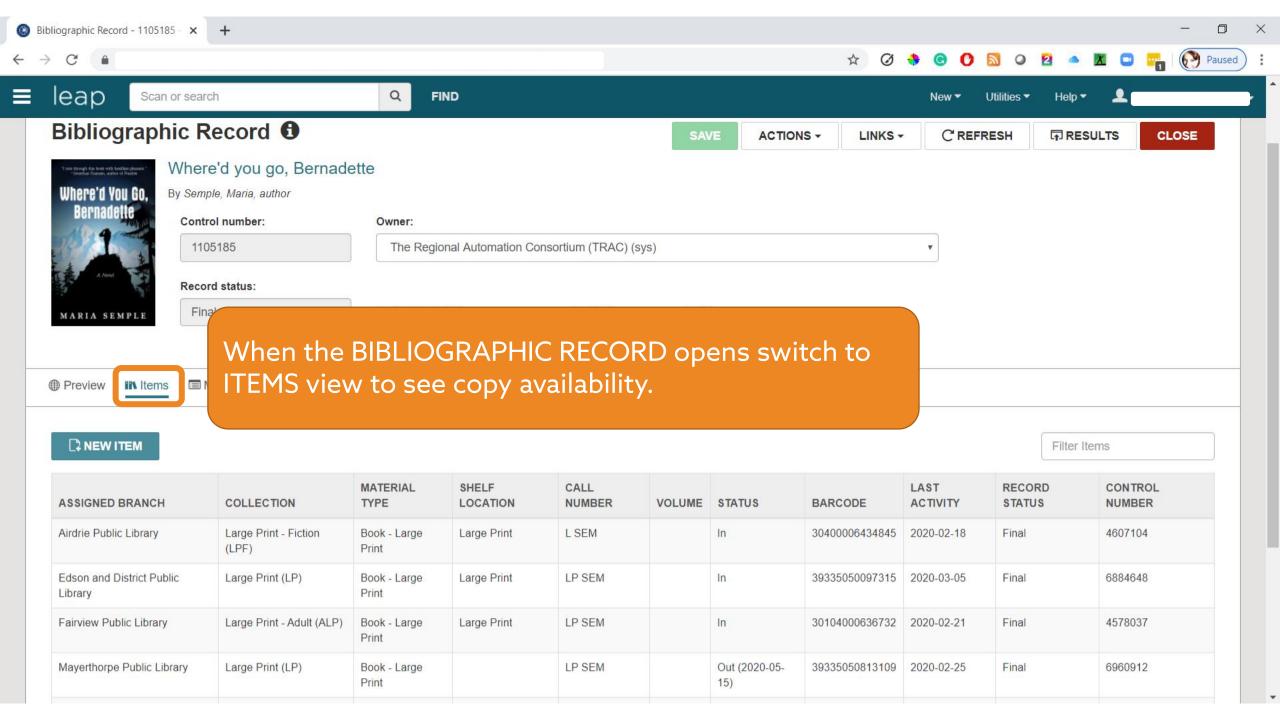


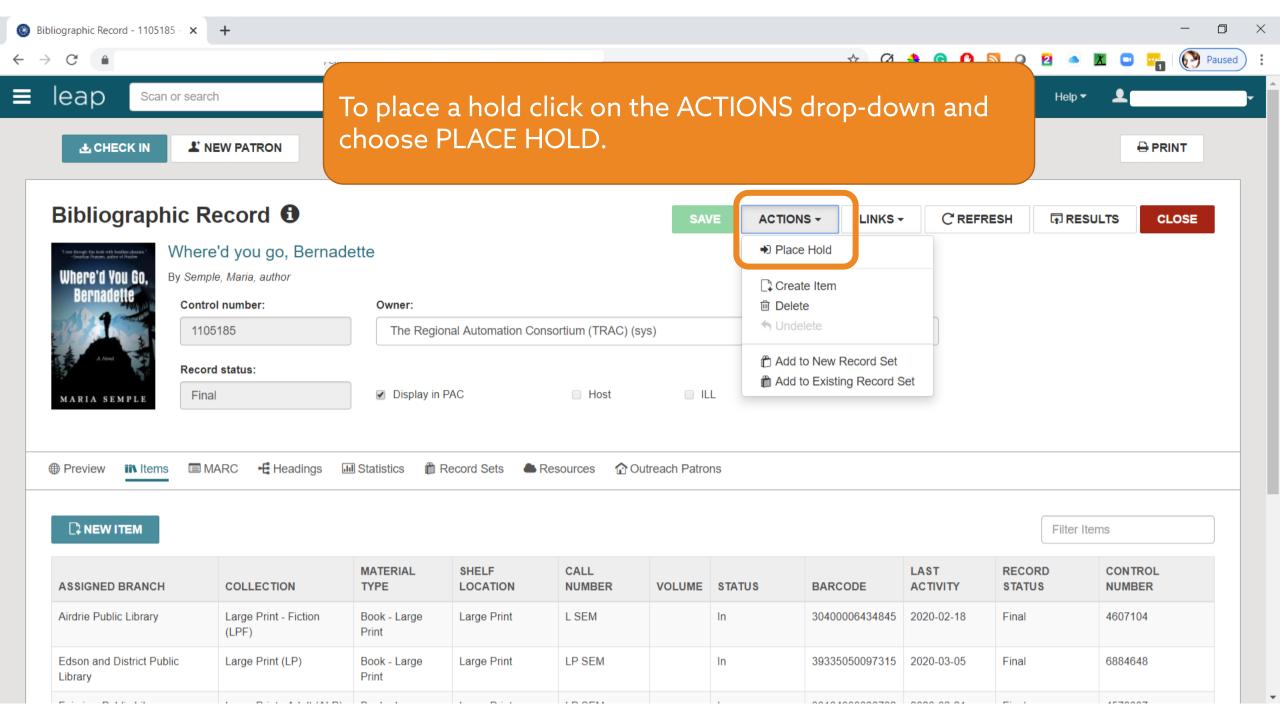


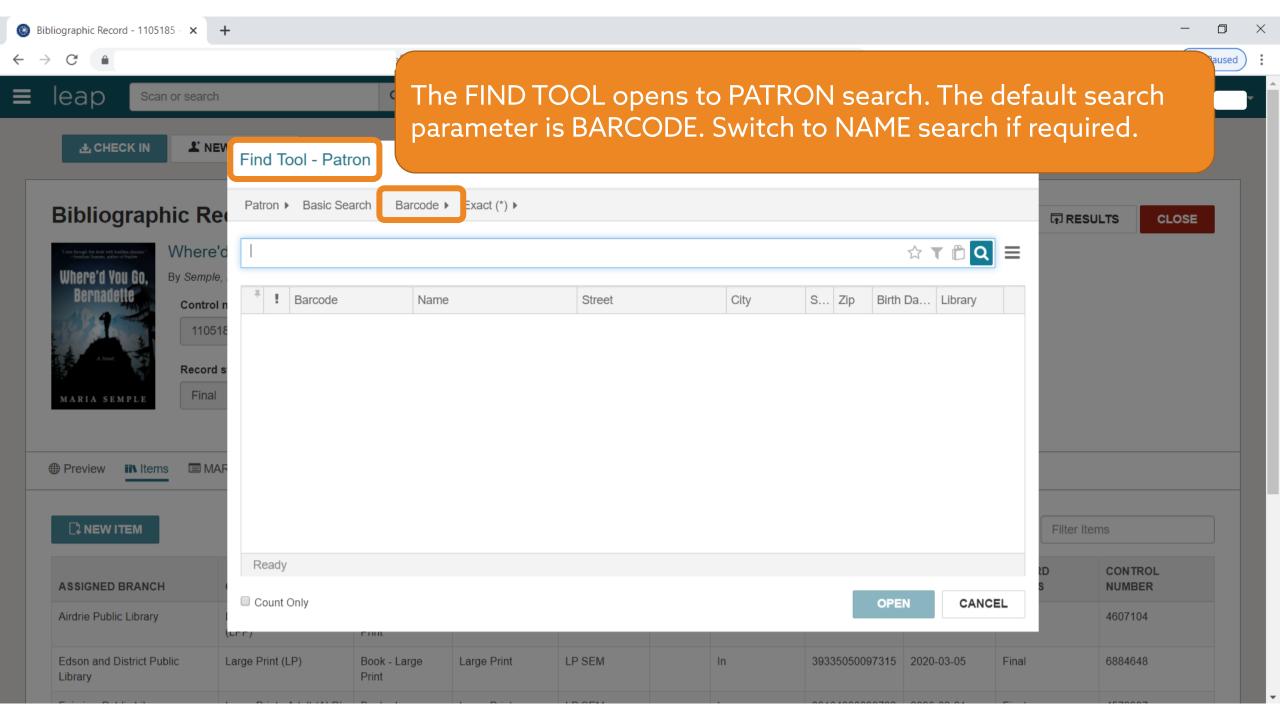
PLACING HOLDS

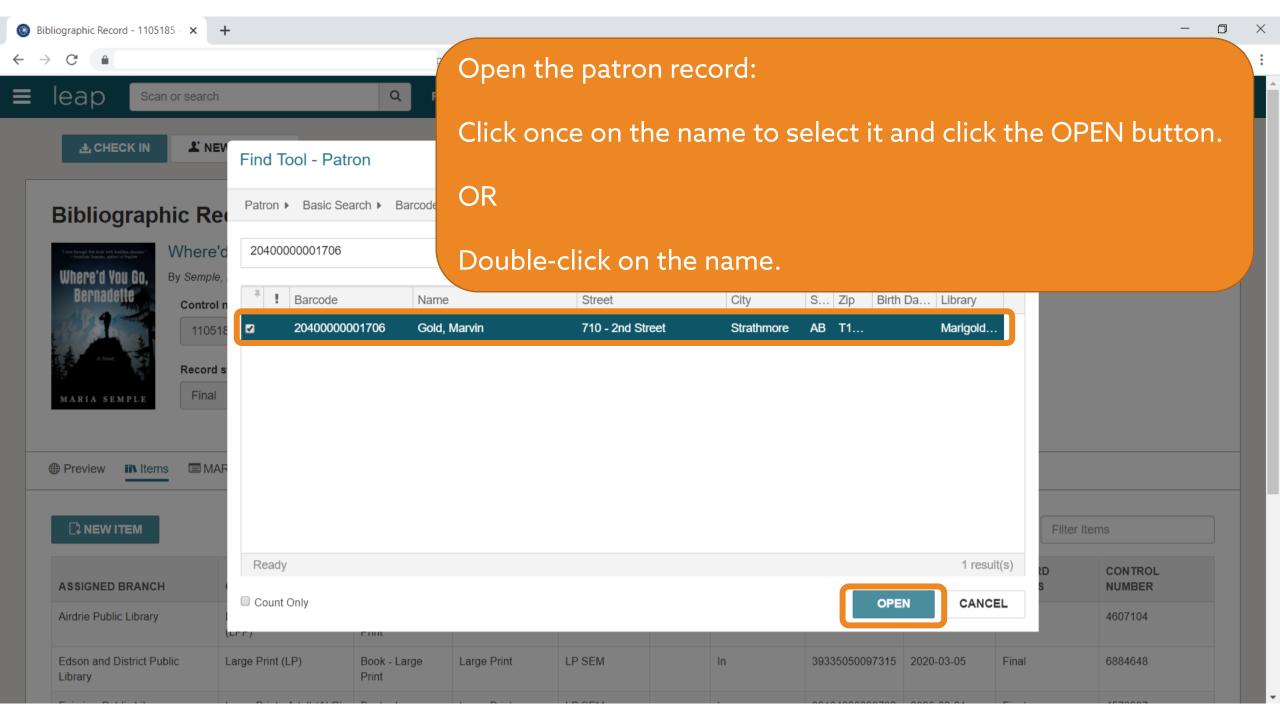


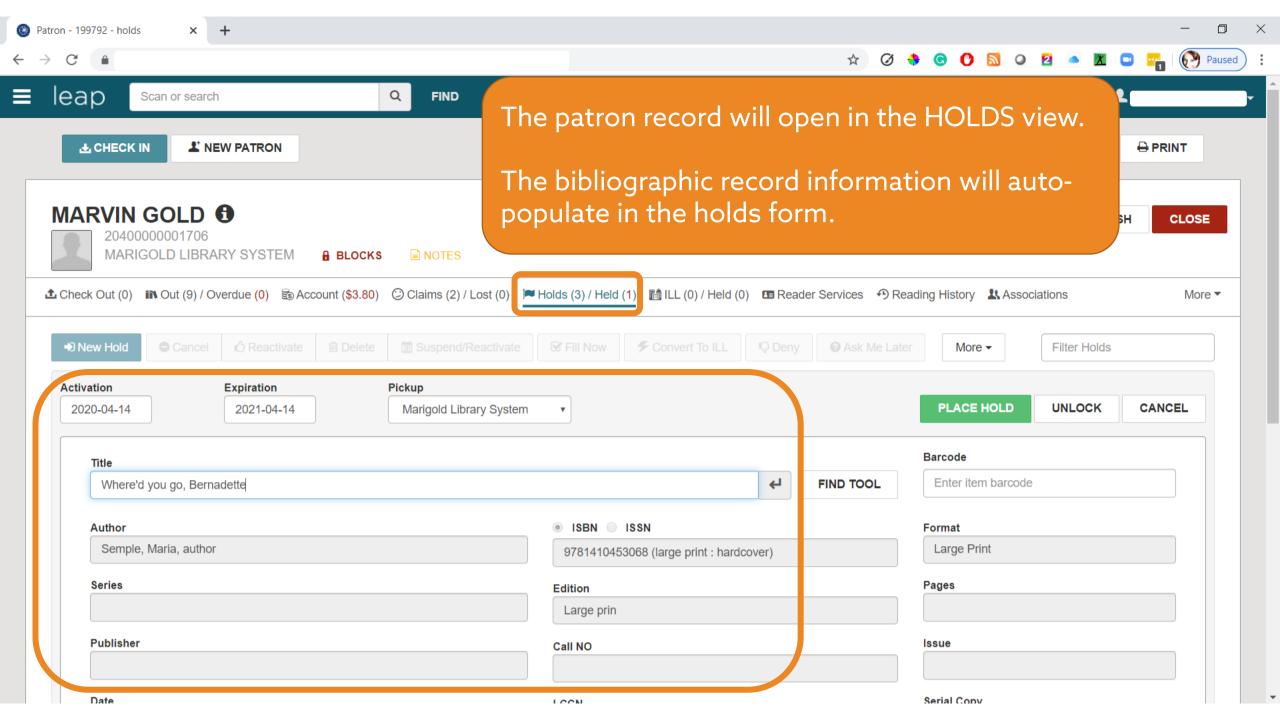


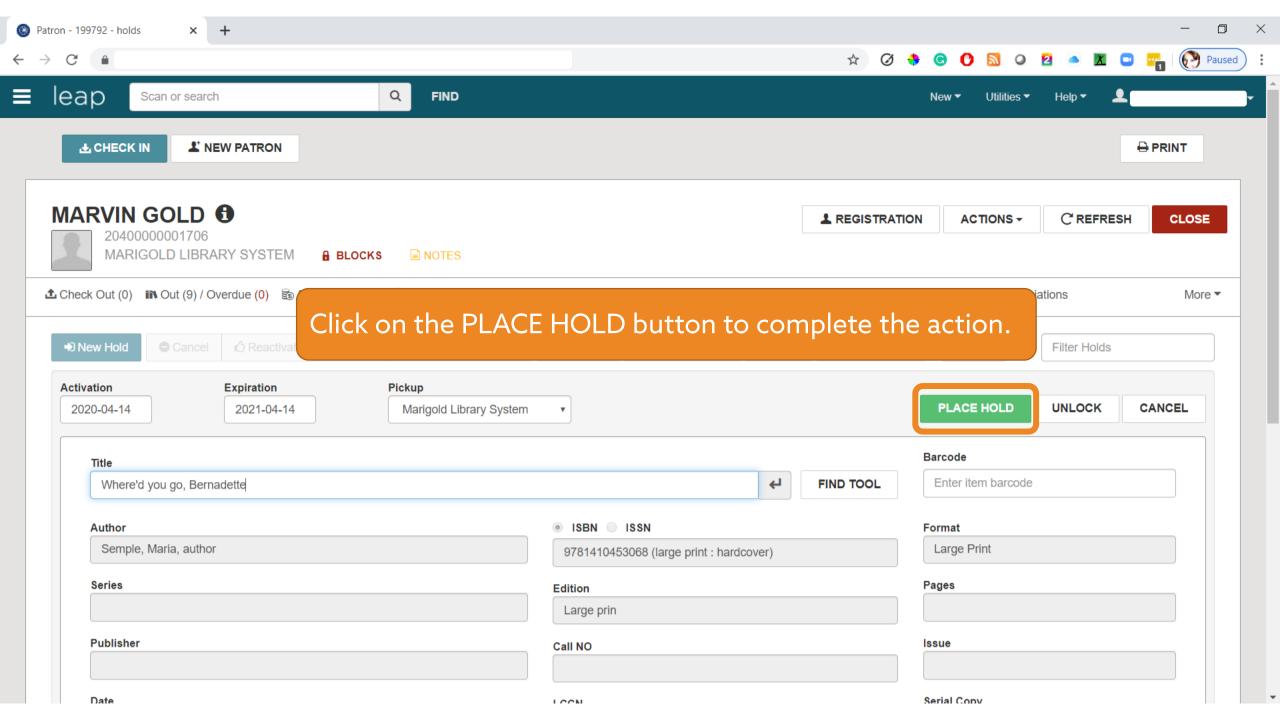


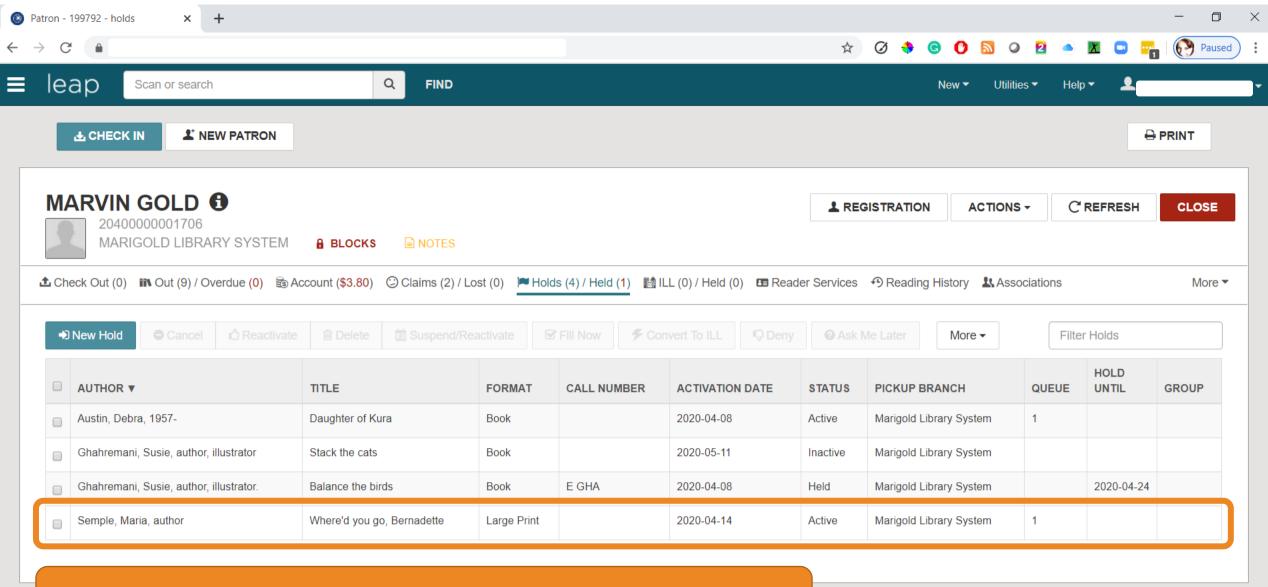




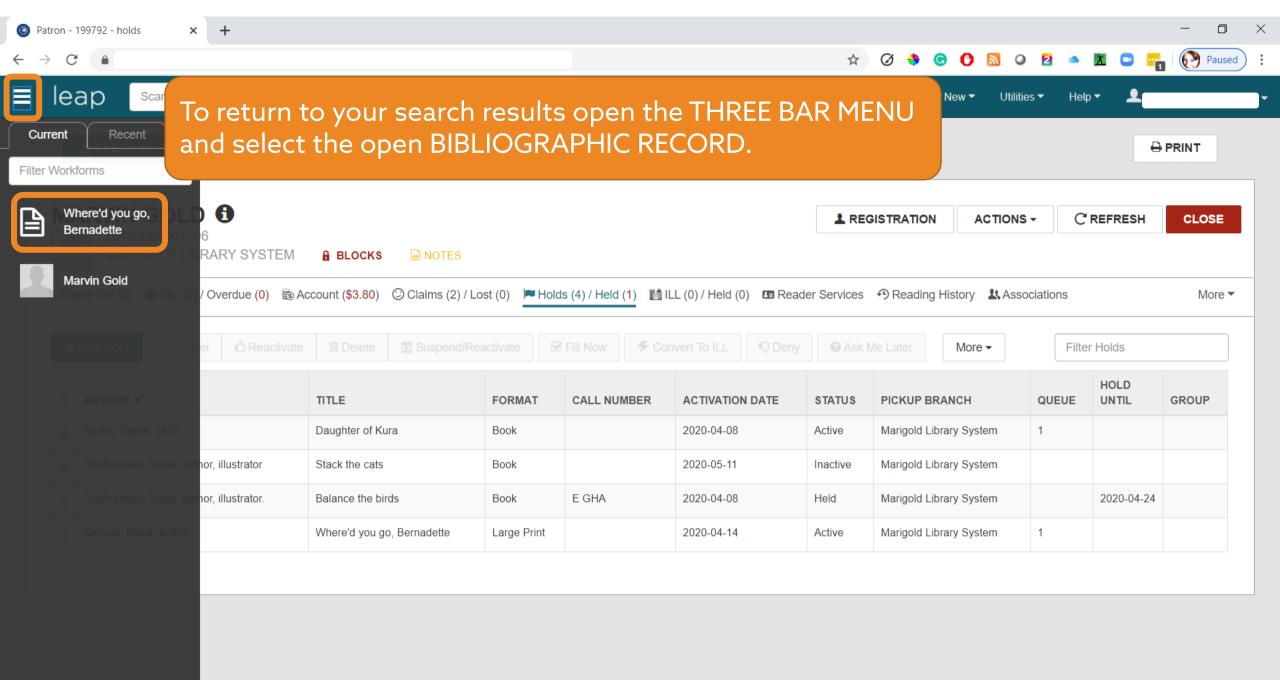


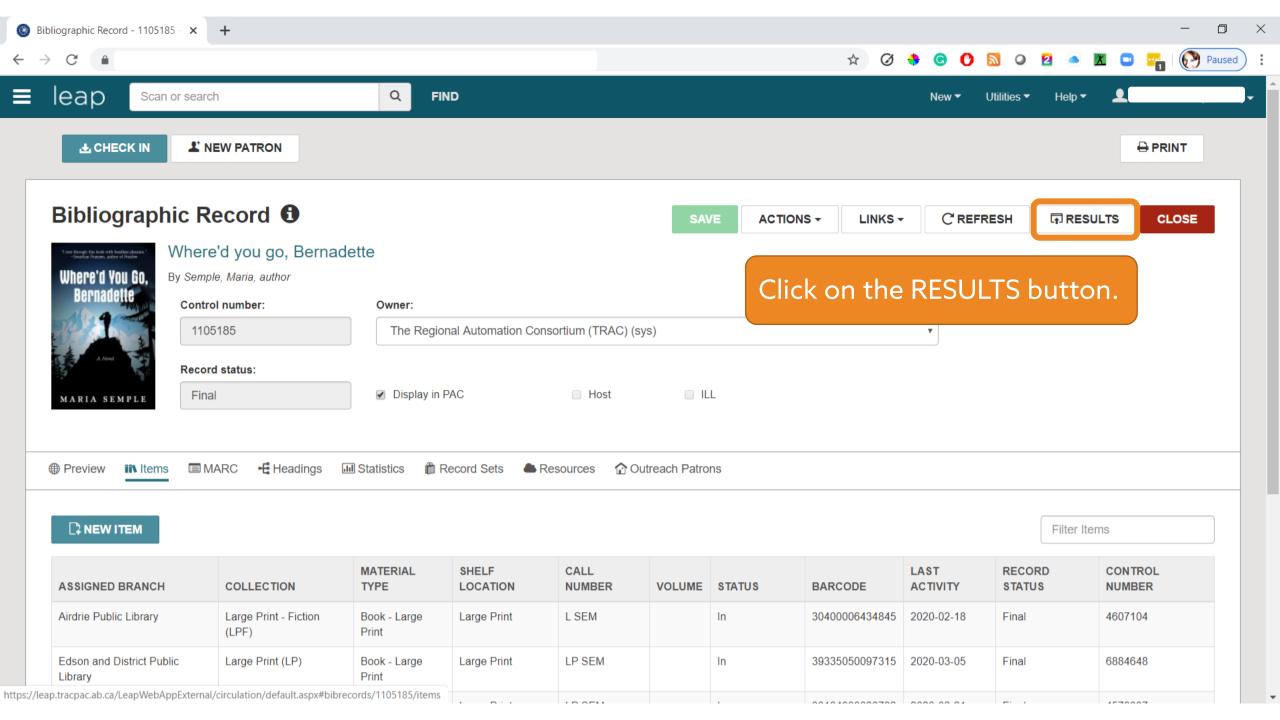




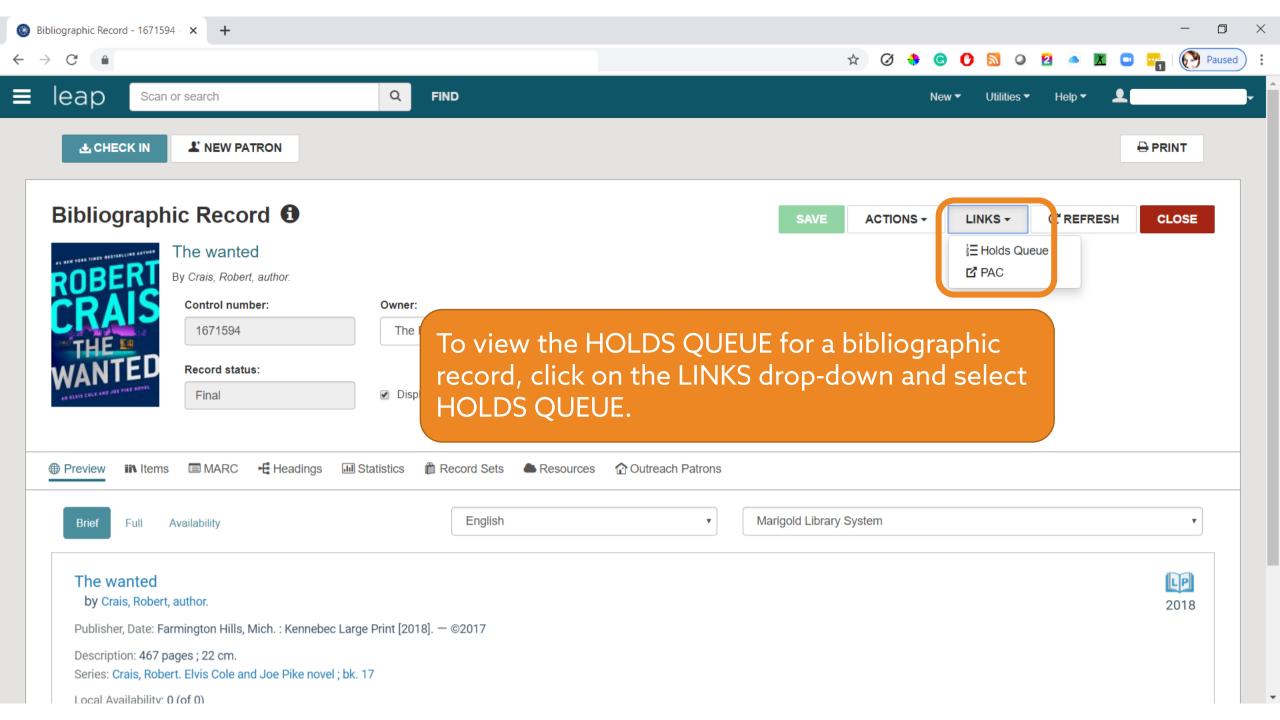


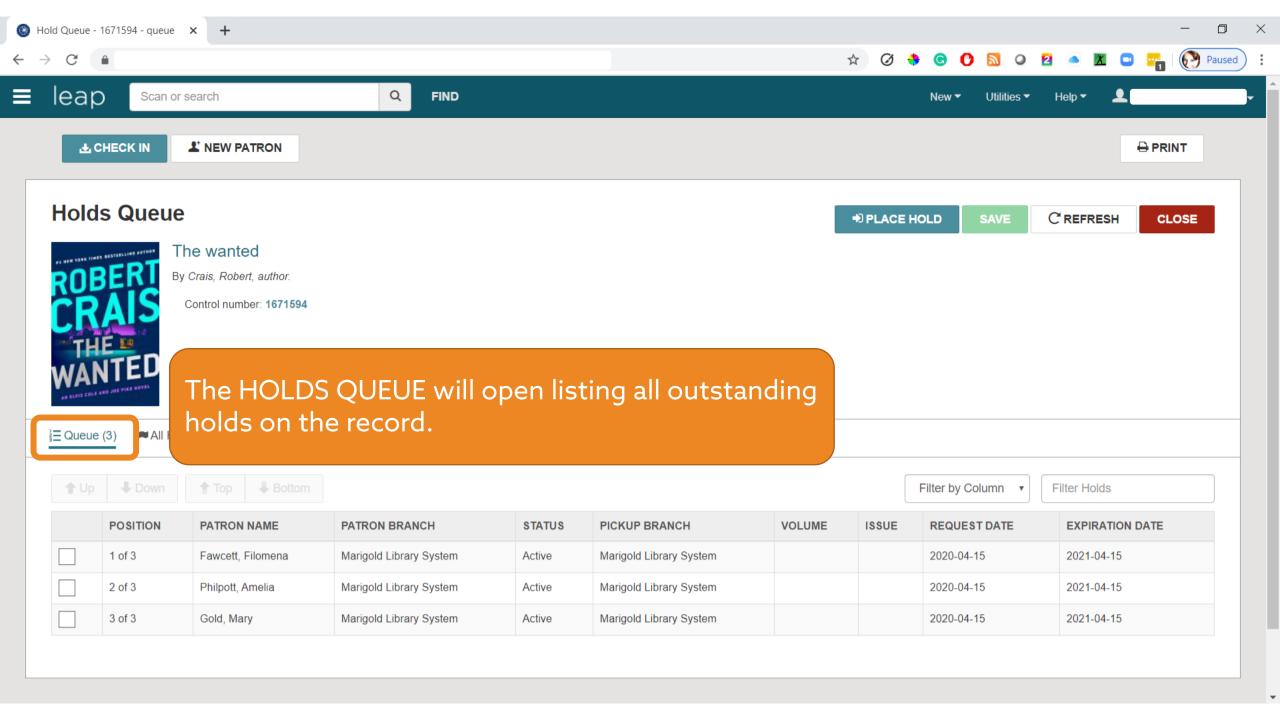
The hold will immediately appear in the patron's list of holds.

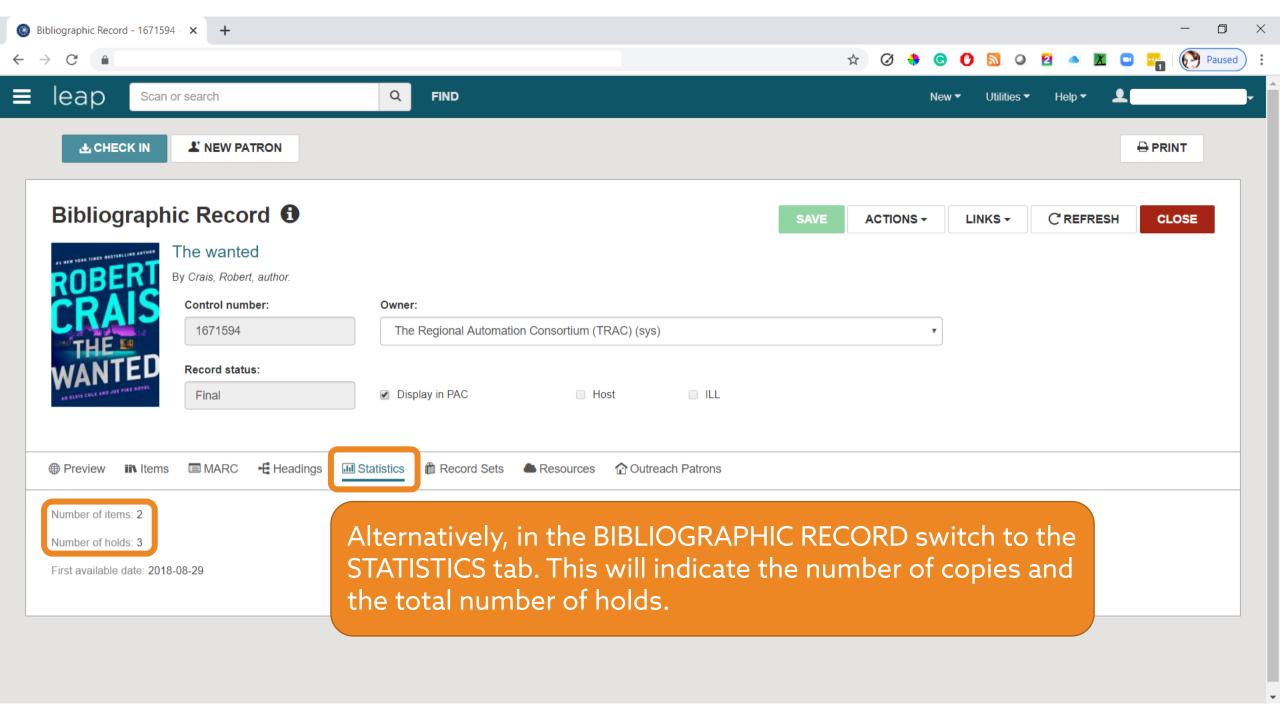




HOLDS QUEUE





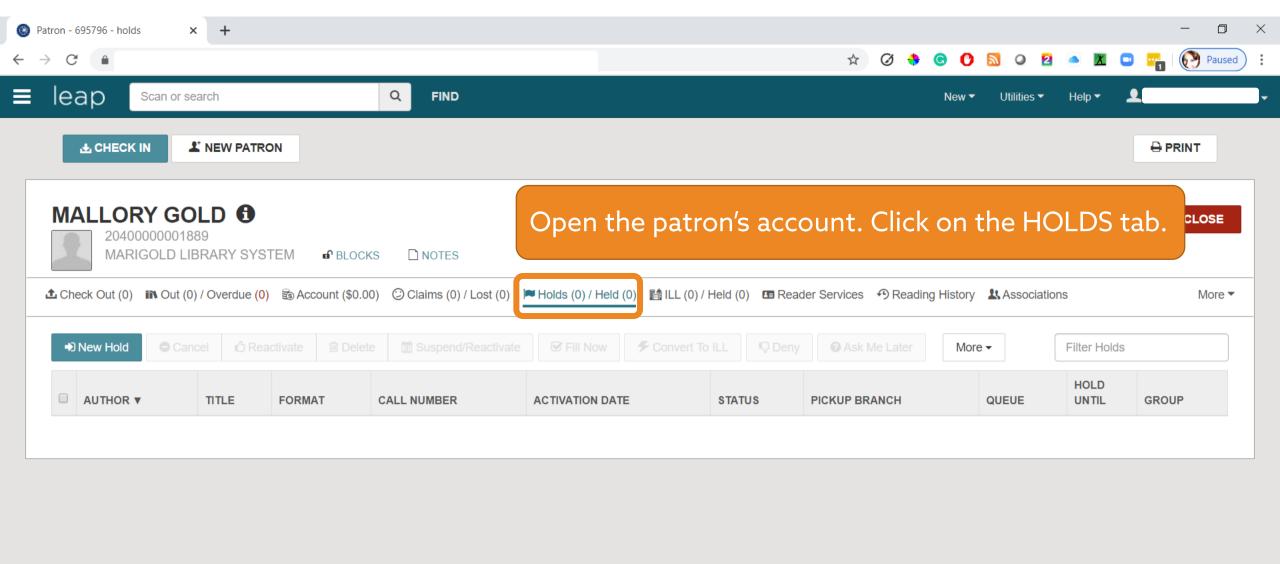


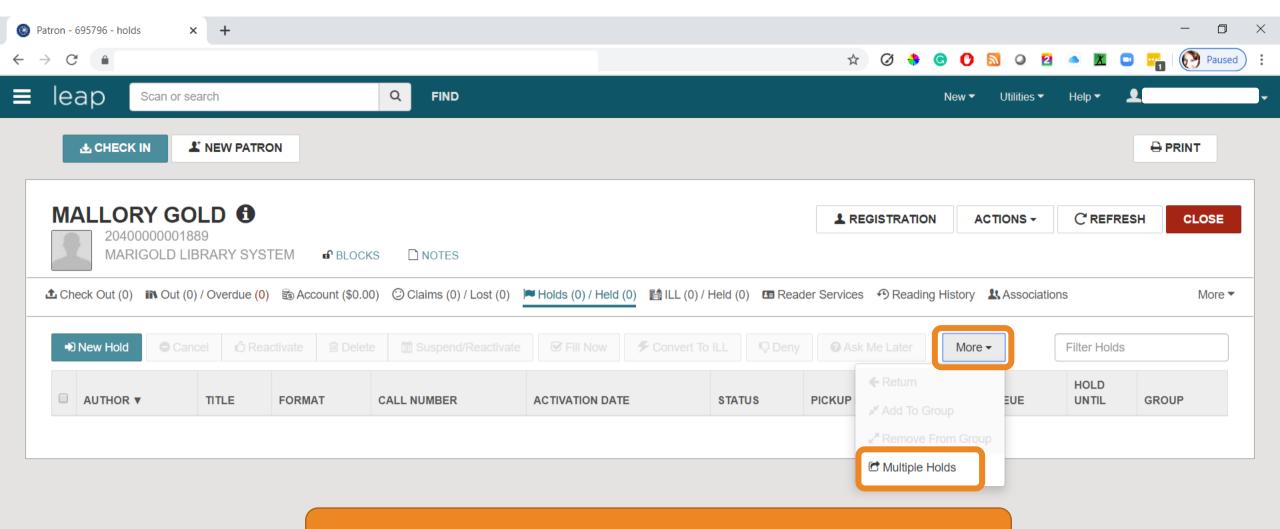
USING THE MULTIPLE HOLDS FEATURE

MULTIPLE HOLDS

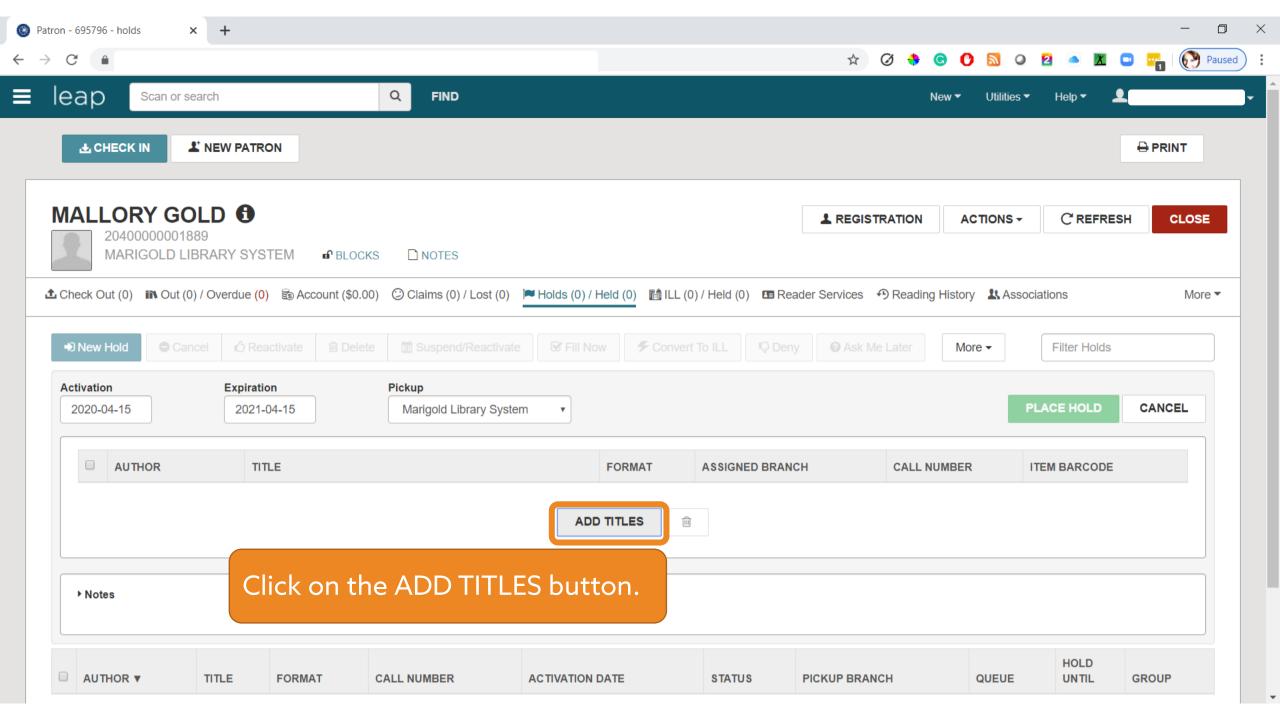
The multiple holds feature allows you to place multiple items from a single search on hold at one time.

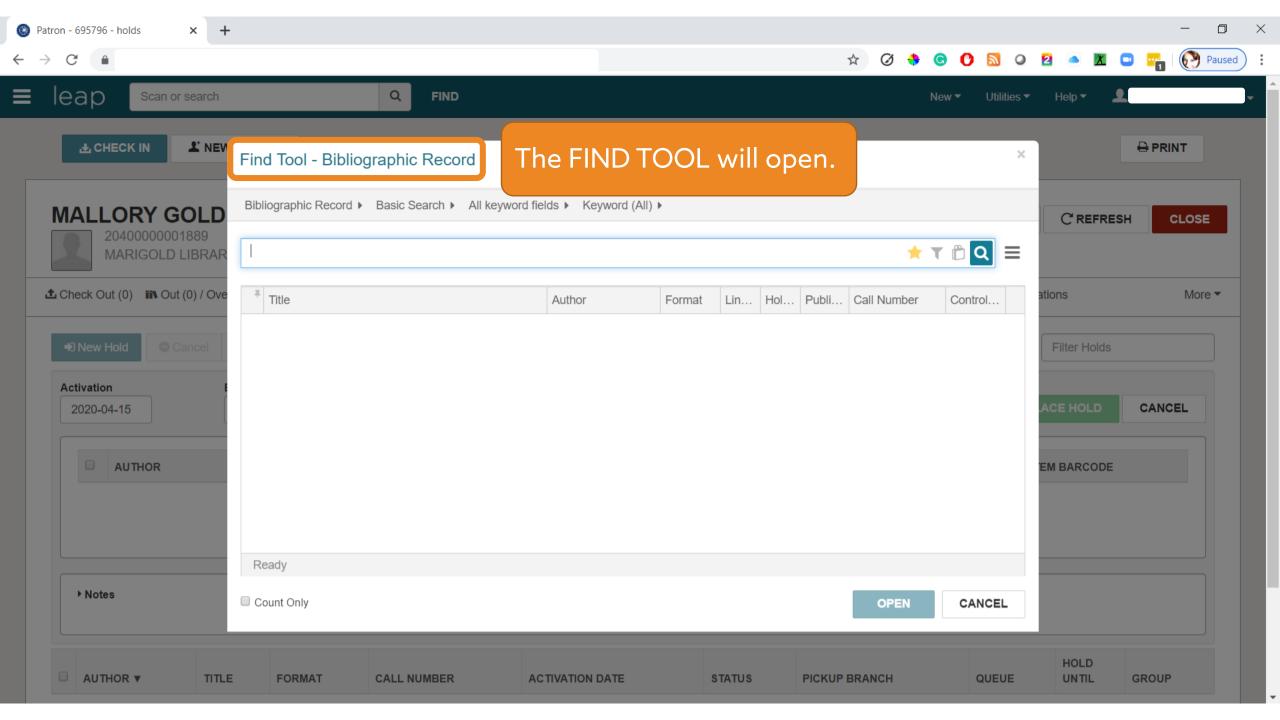
e.g. A patron wanting multiple titles from a single author.

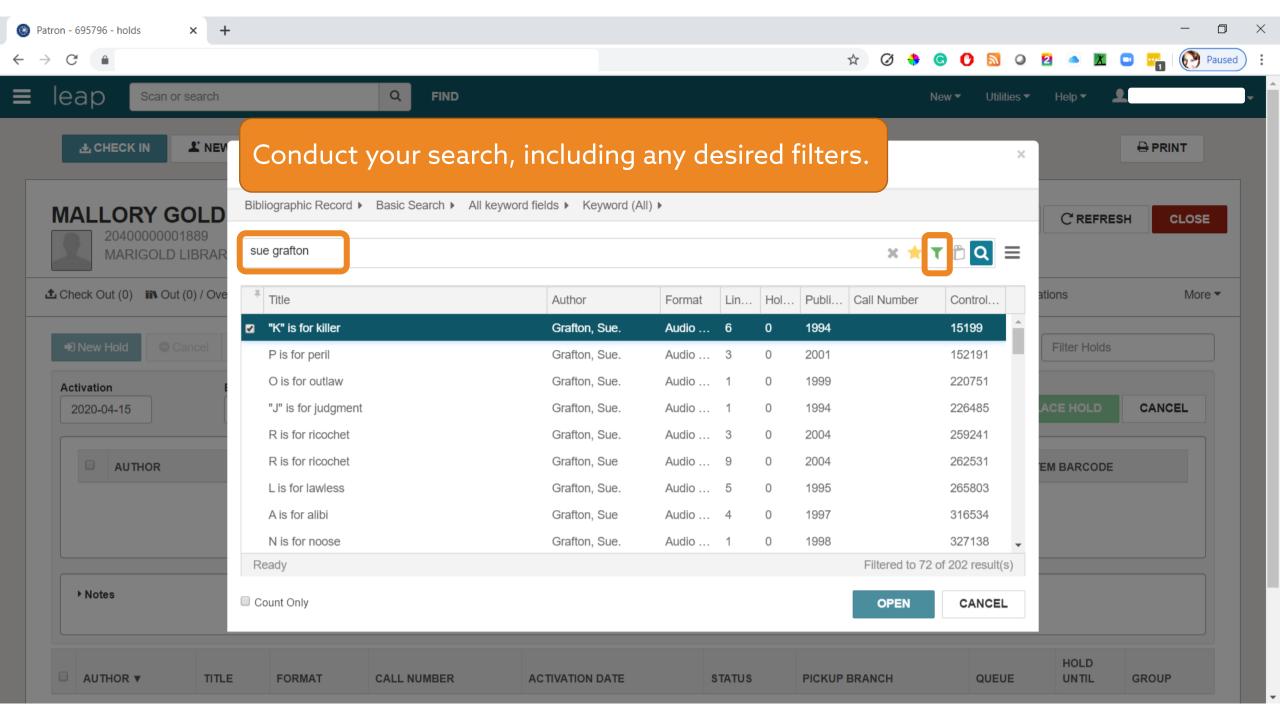


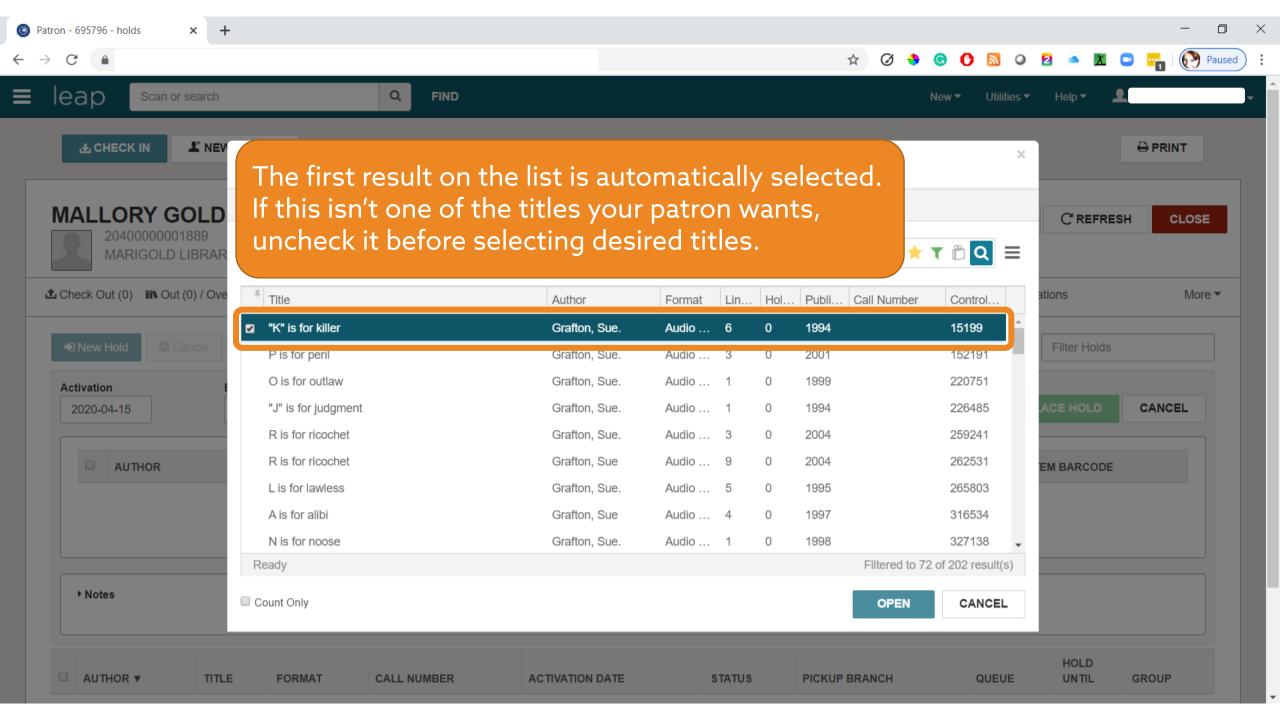


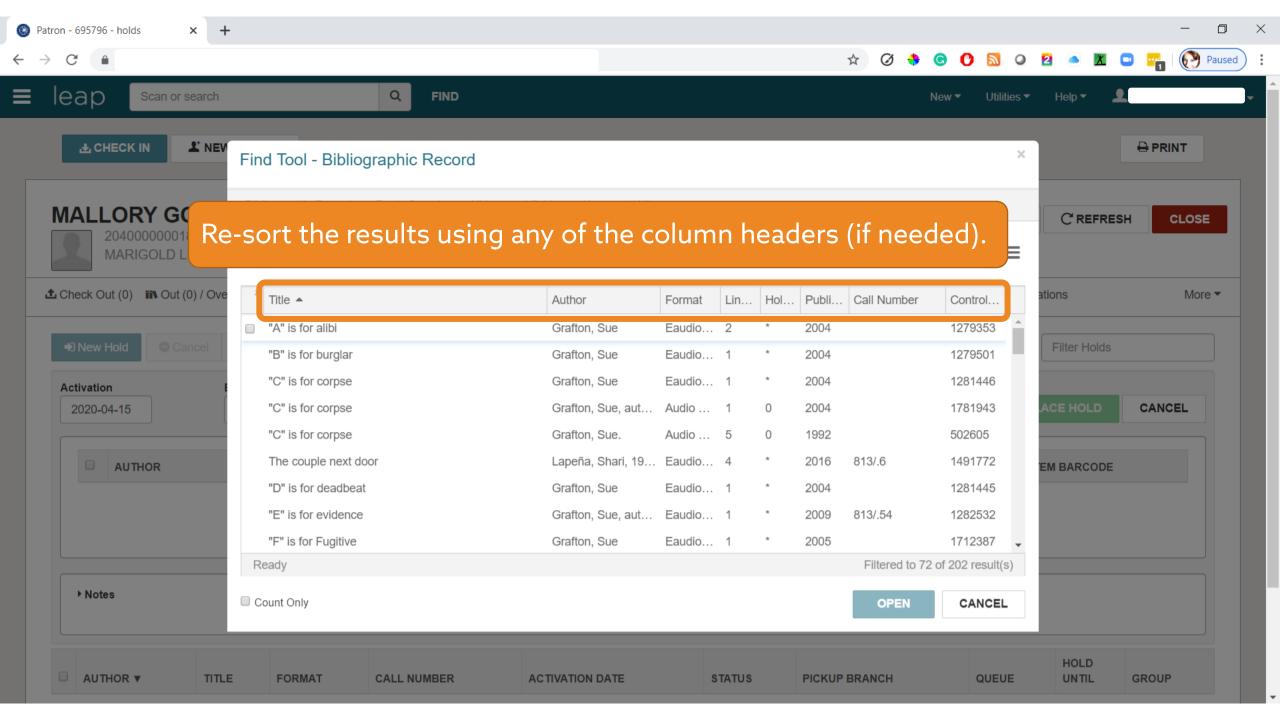
Under the MORE drop-down select MULTIPLE HOLDS.

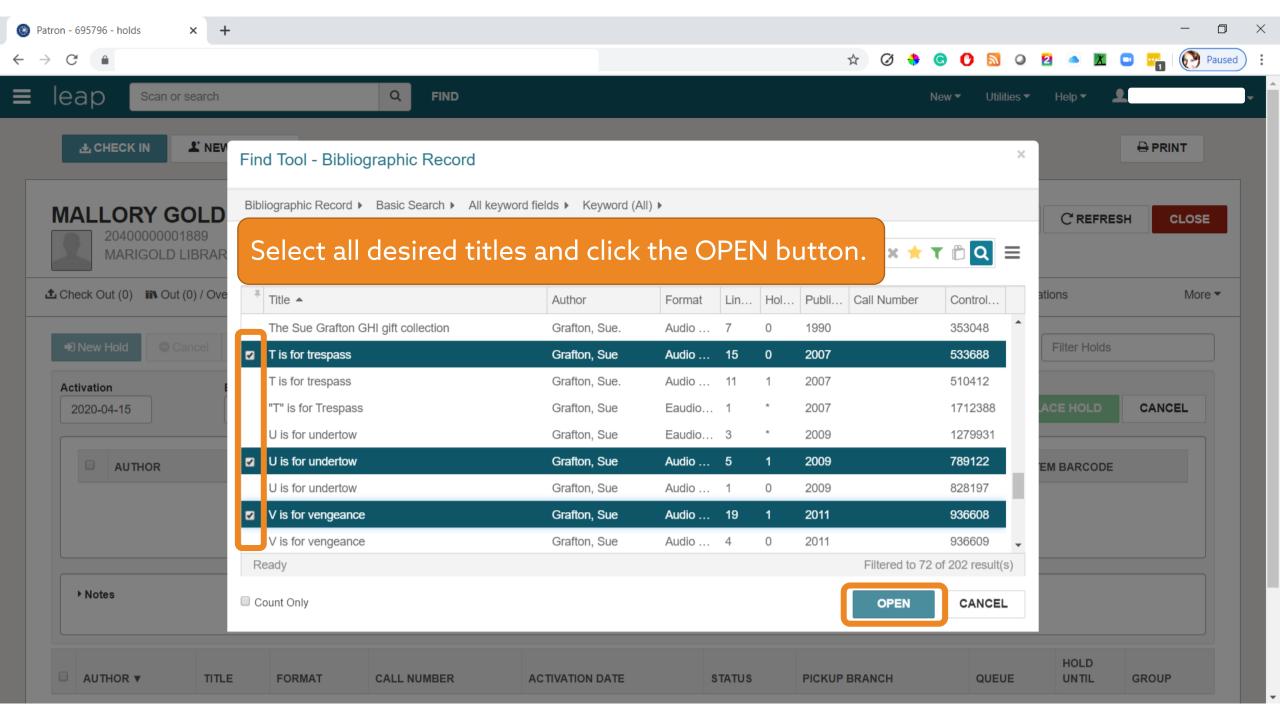


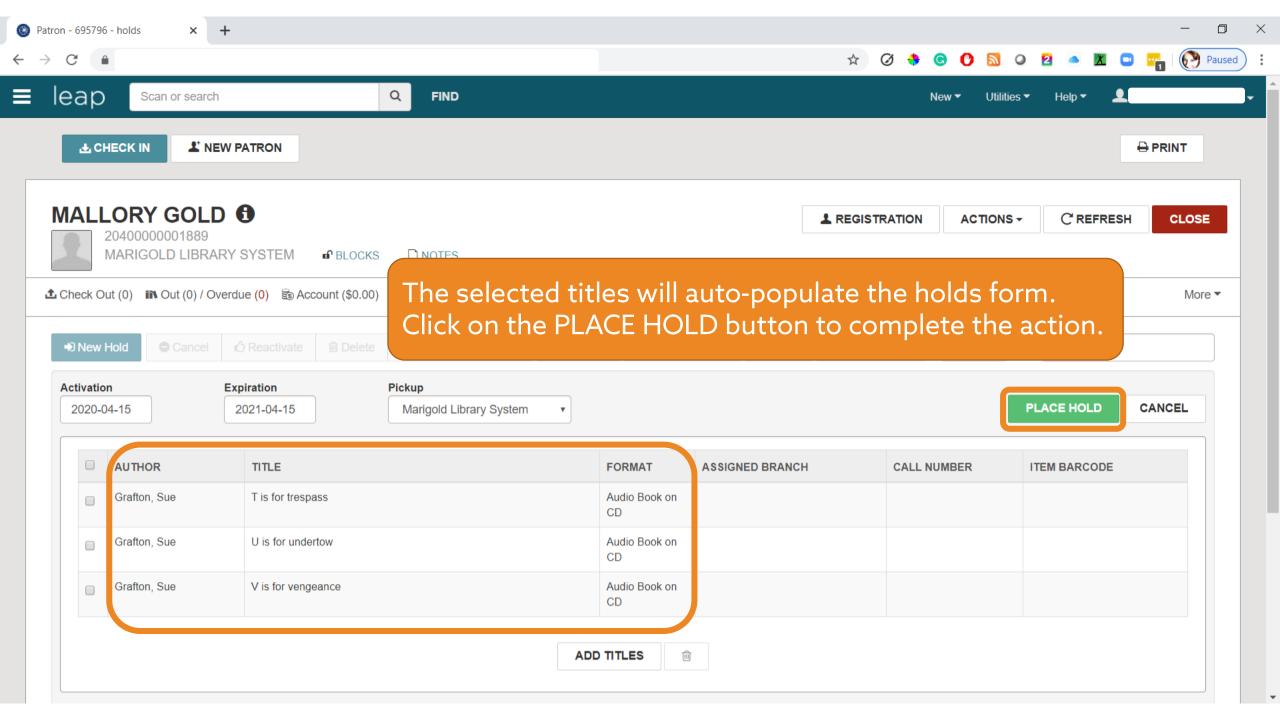


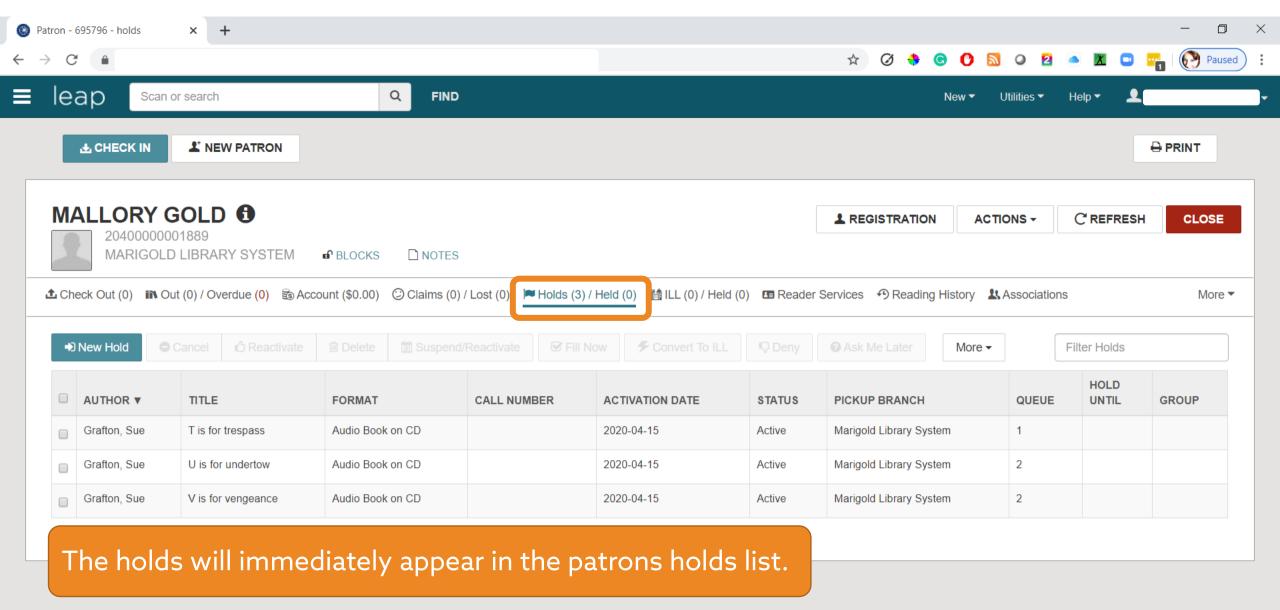












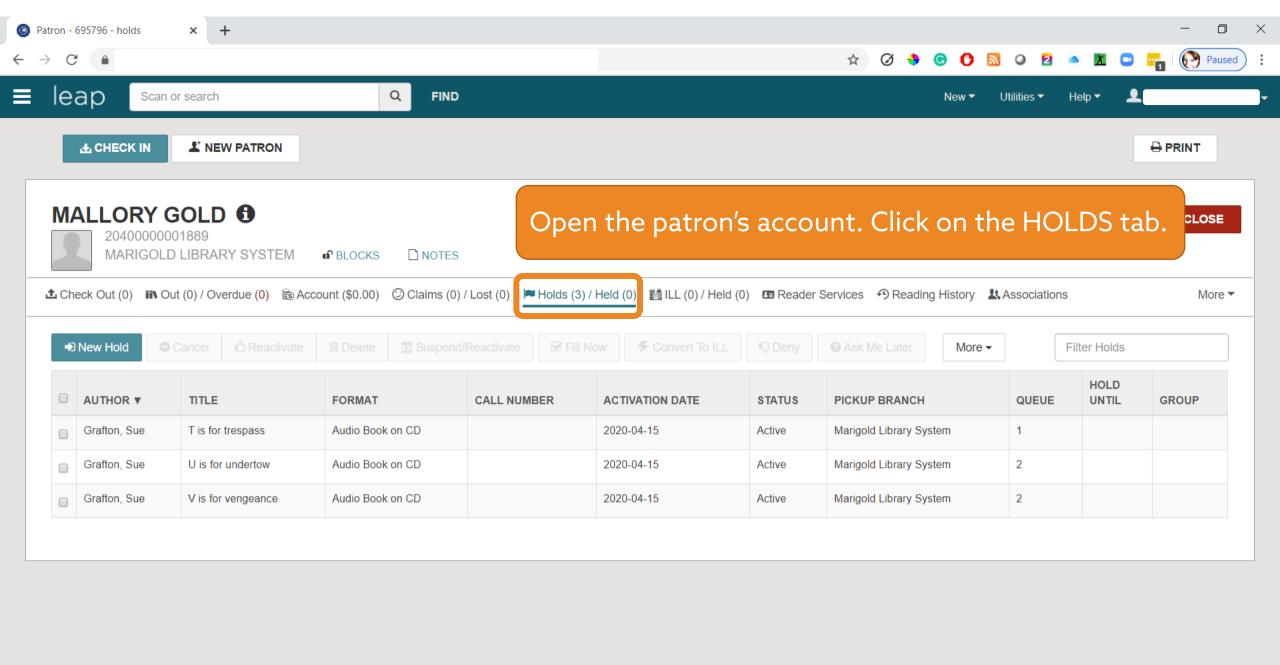
USING THE GROUP HOLDS FEATURE

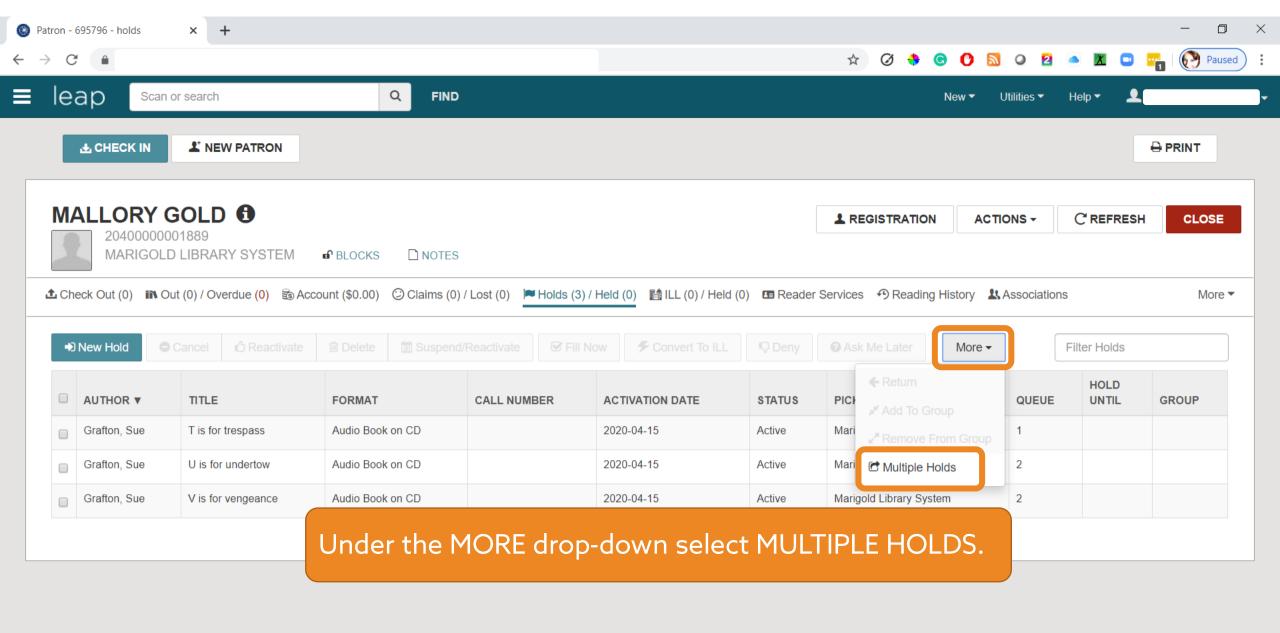
GROUP HOLDS

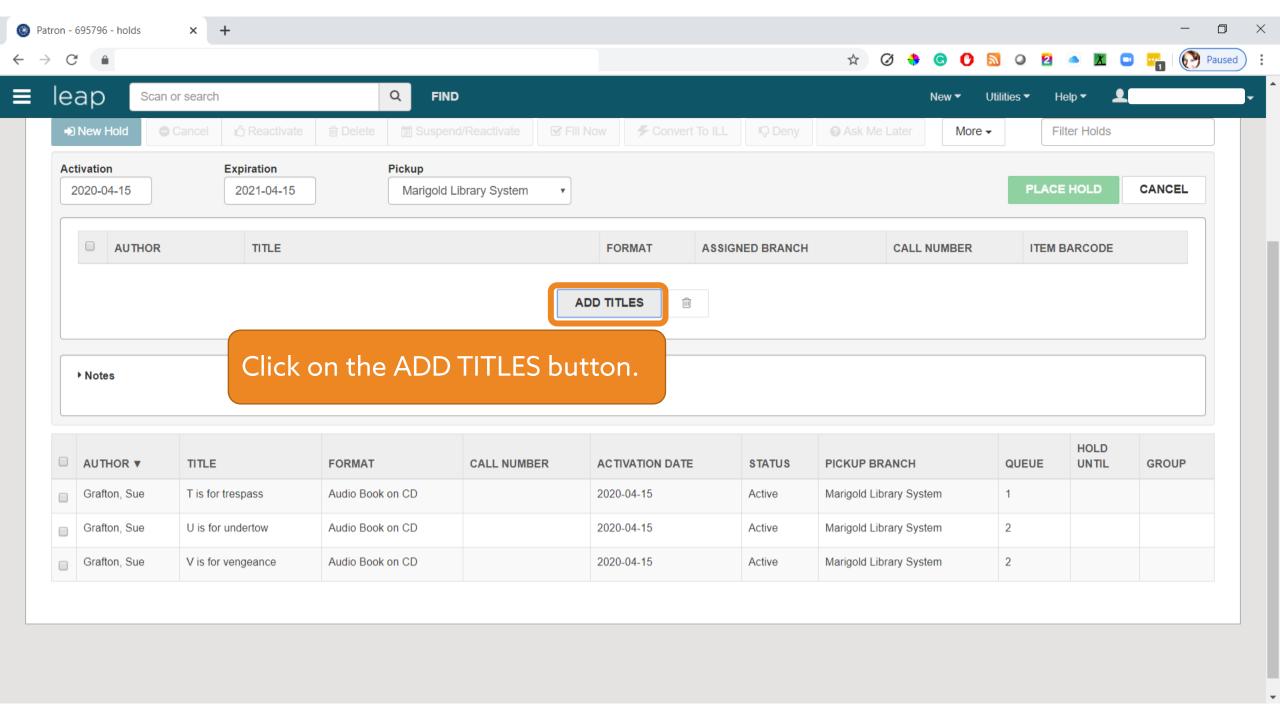
Grouping holds is a feature that allows holds to be placed on multiple records. When the holds are then grouped, whichever is available first will fill the hold and the others will be removed from the patron's holds list.

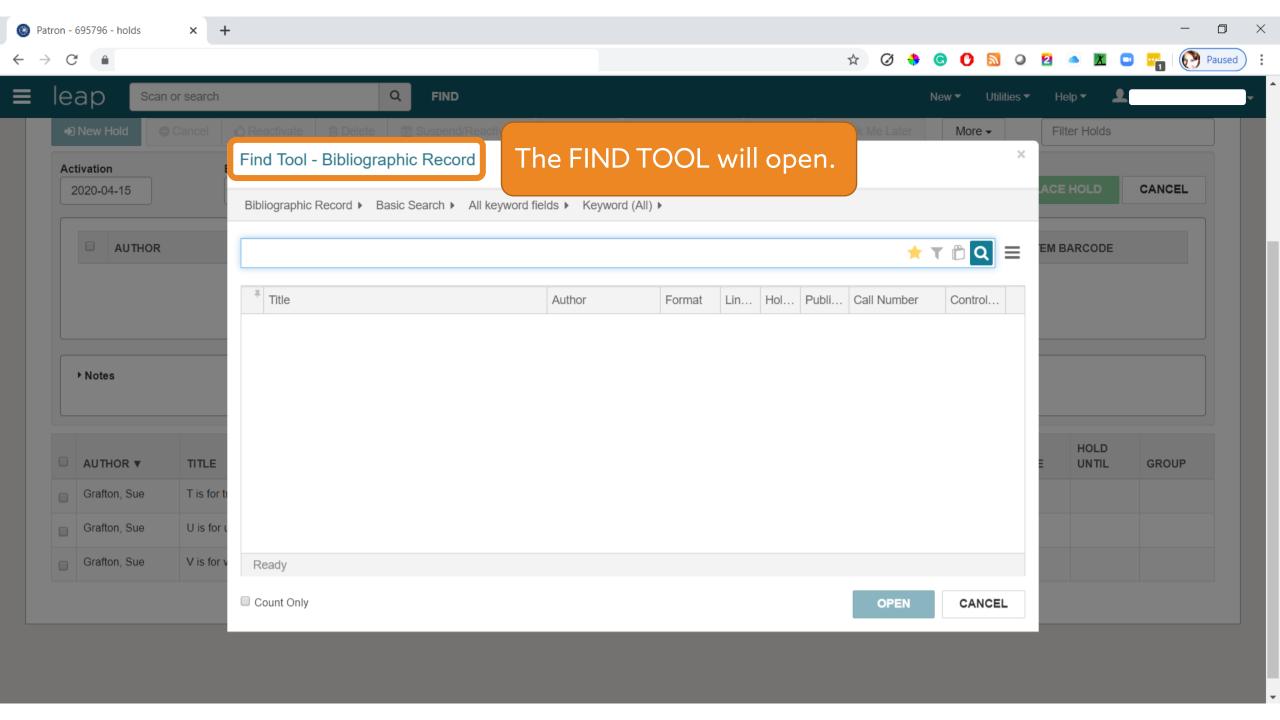
This is especially helpful for high-hold materials where the patron is ok with multiple formats.

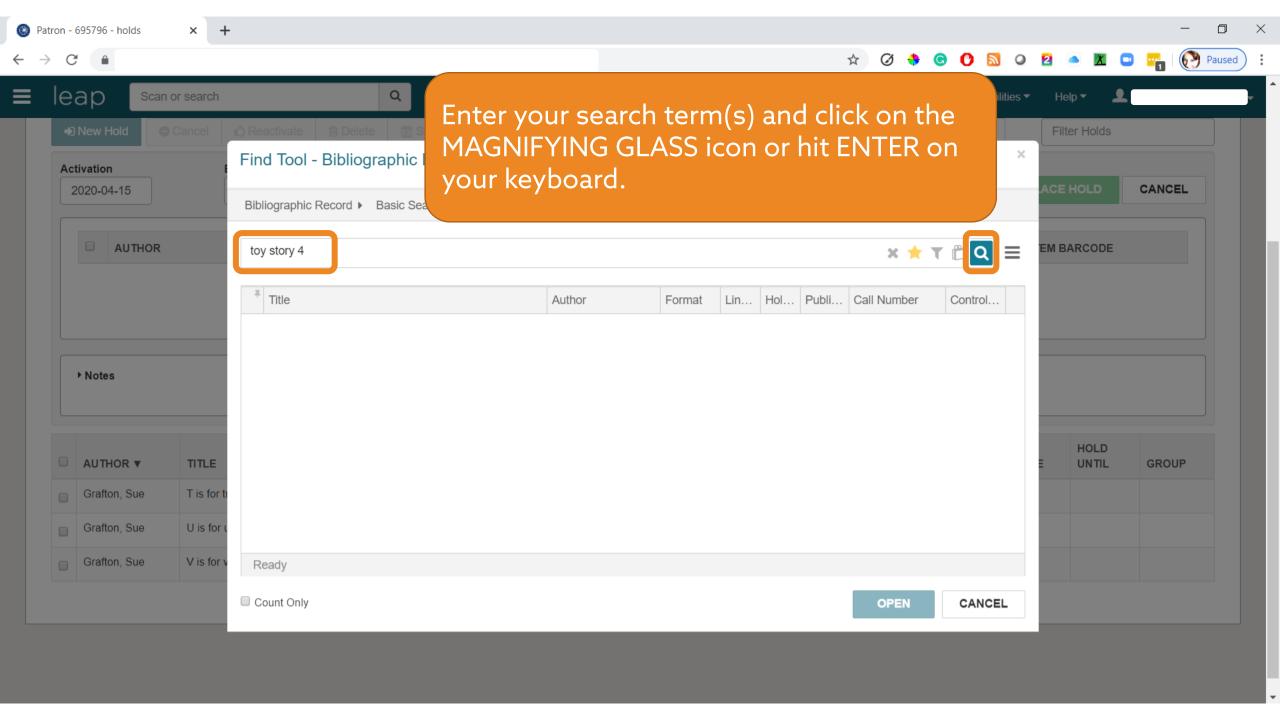
e.g. Patron want hot new movie but doesn't care if they get Blu-Ray, Blu-Ray/DVD Combo Pack, or DVD.

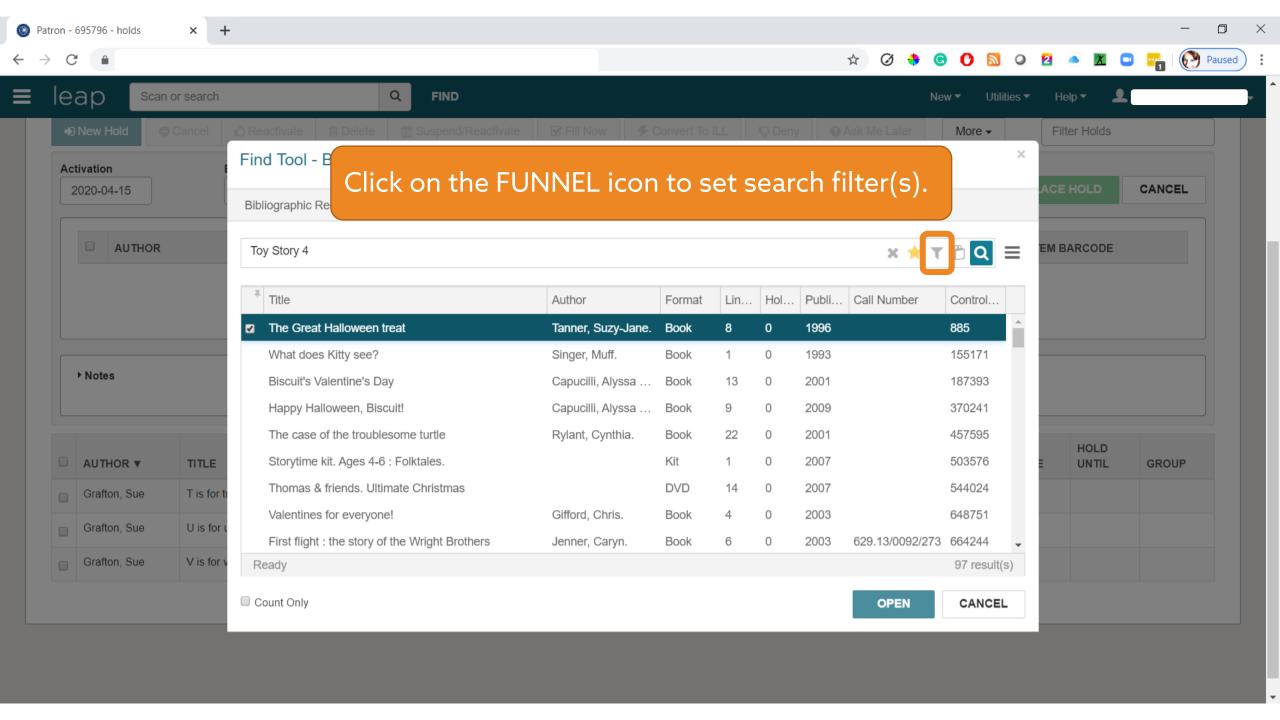


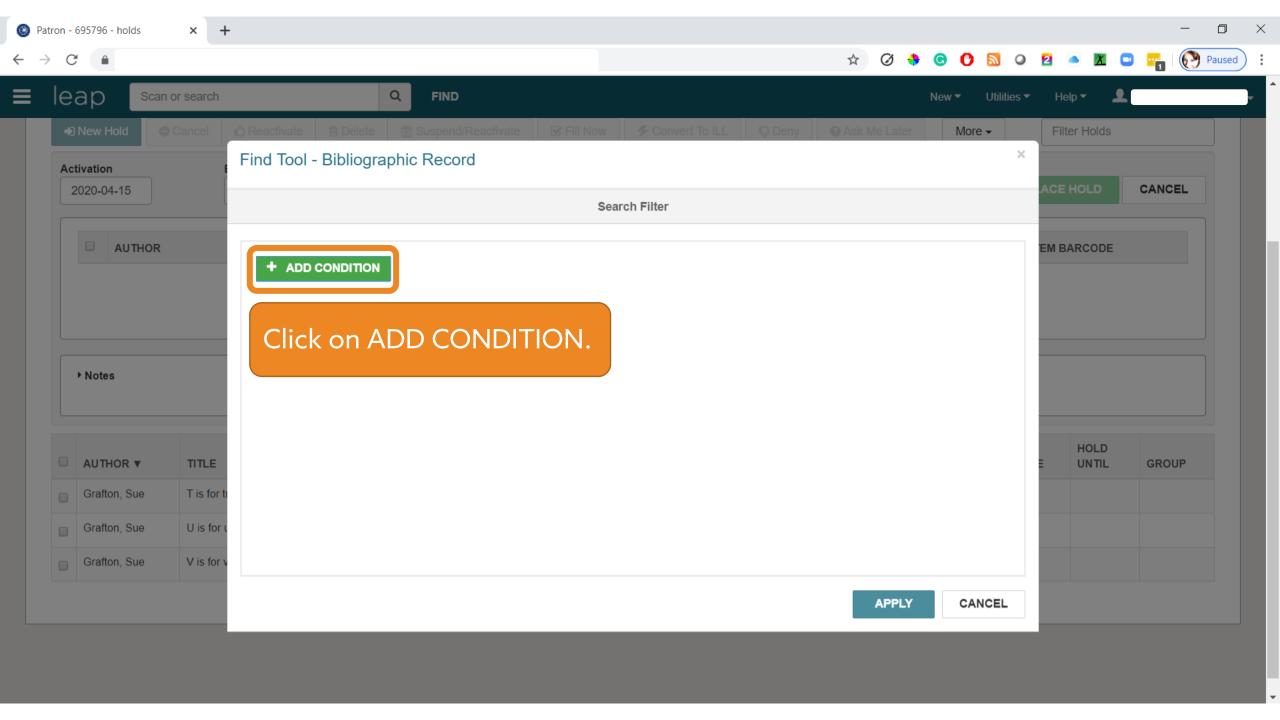


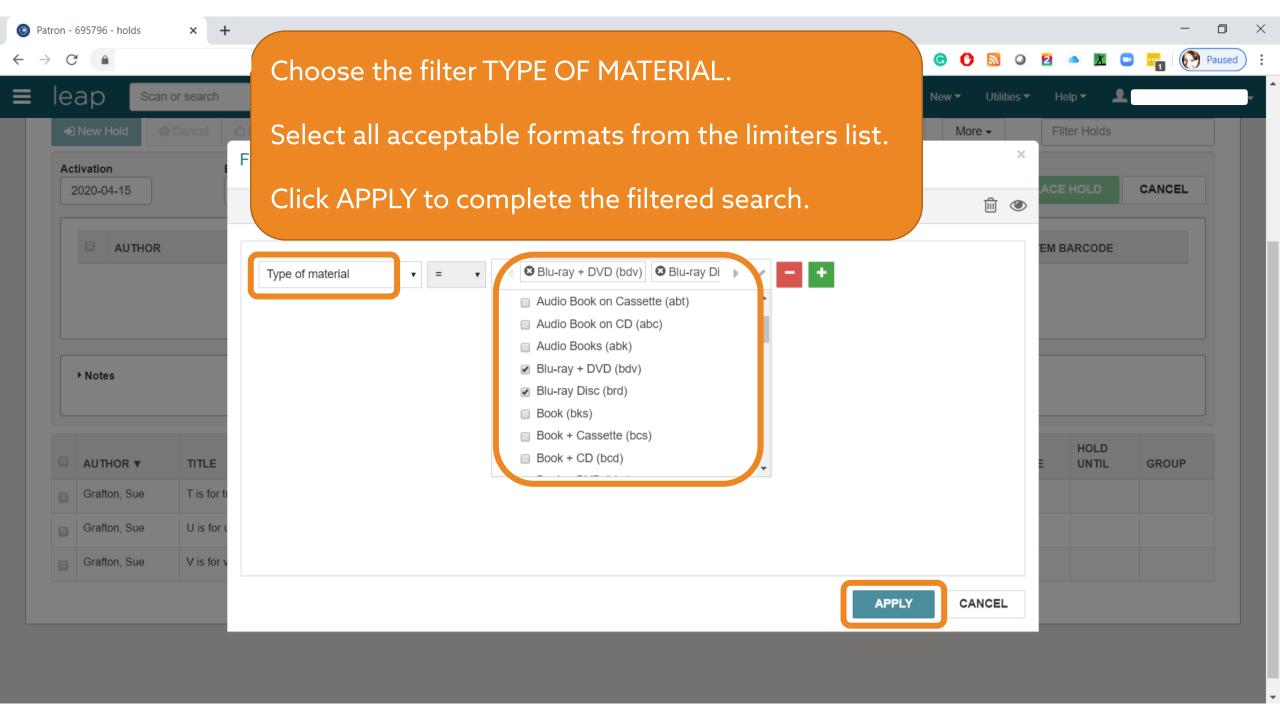


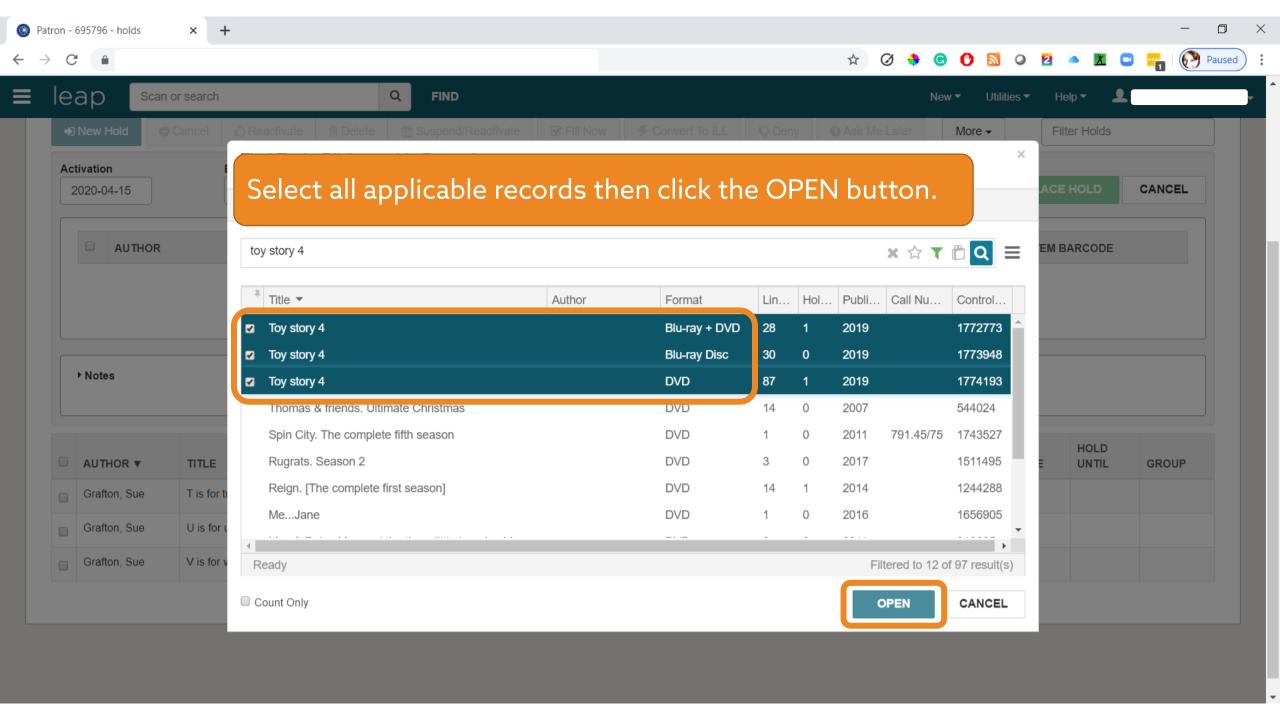


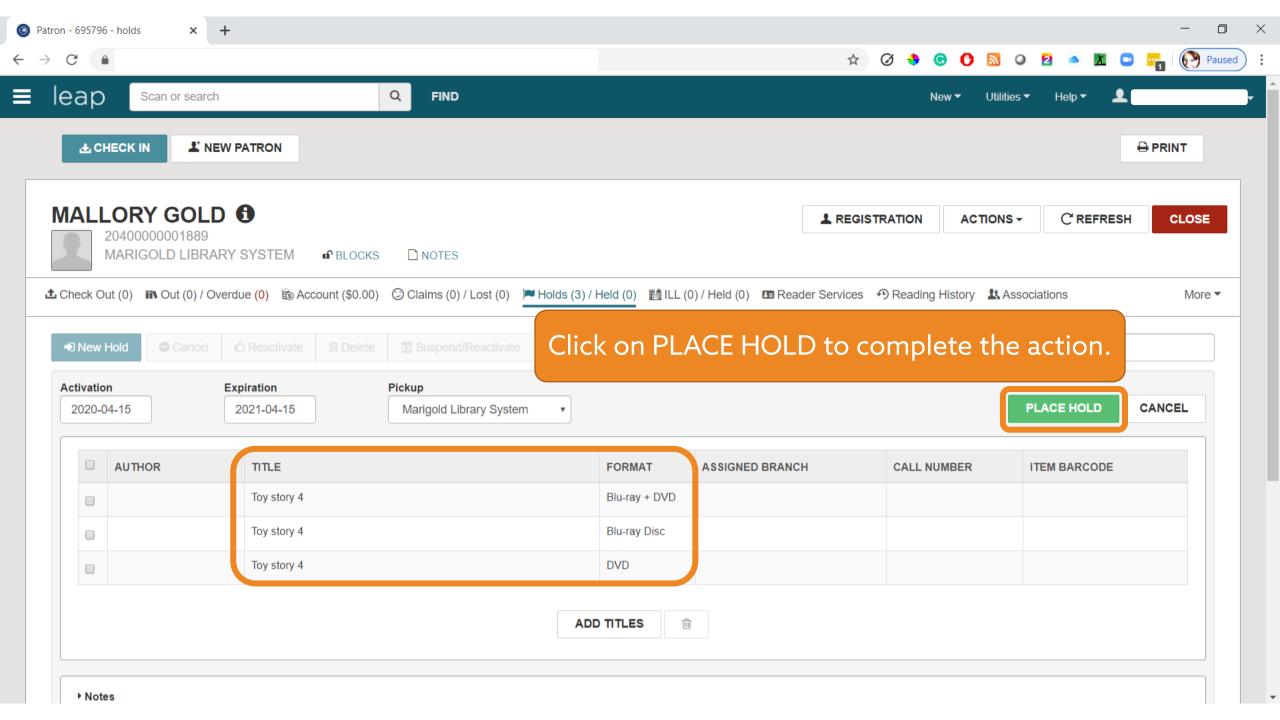


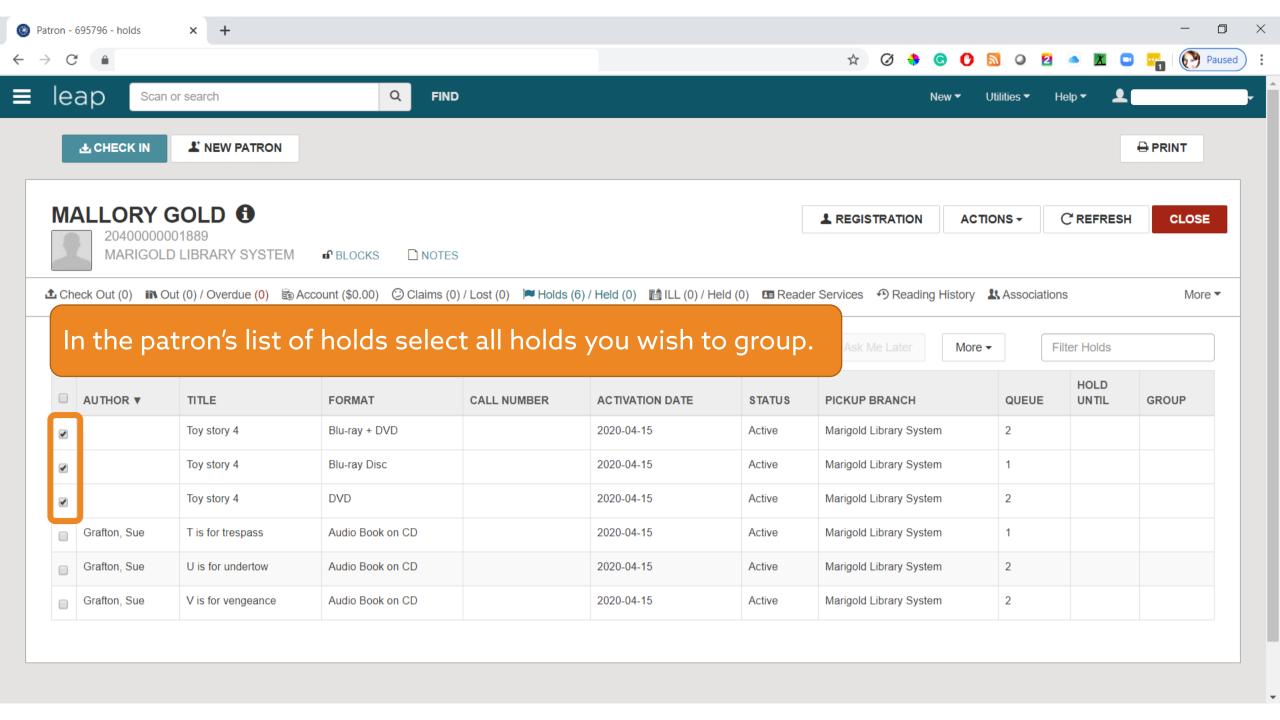


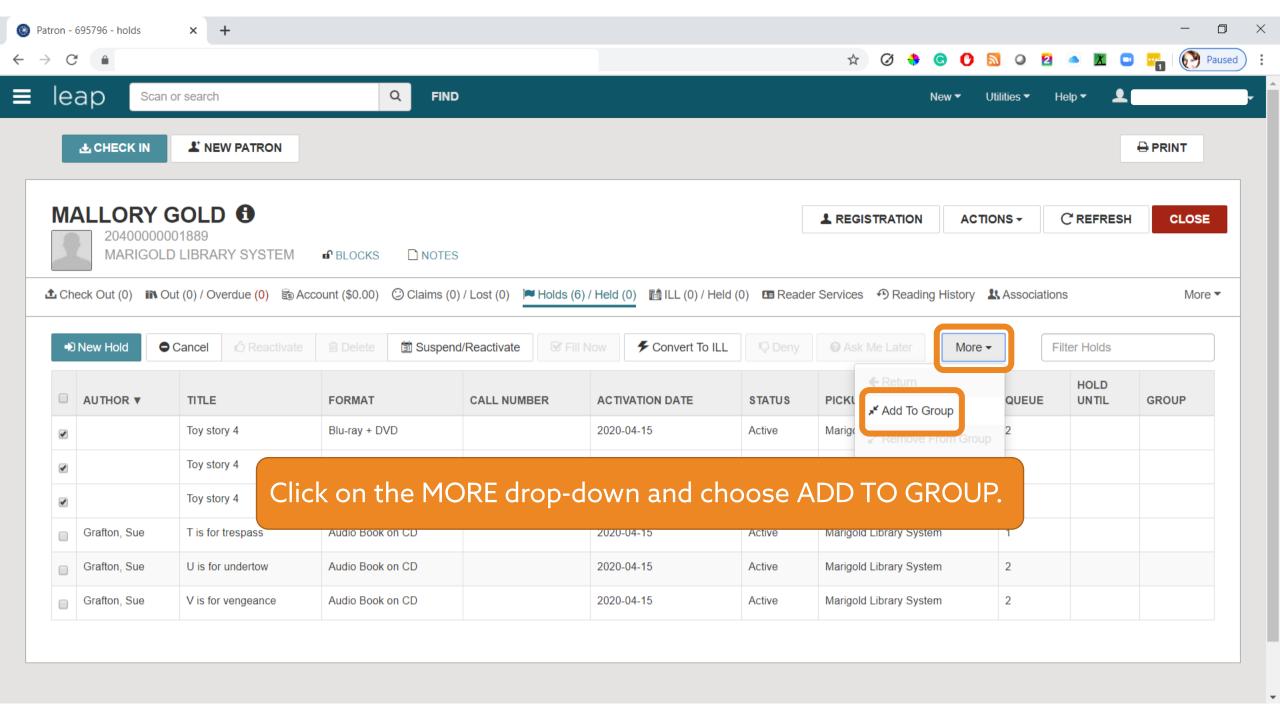


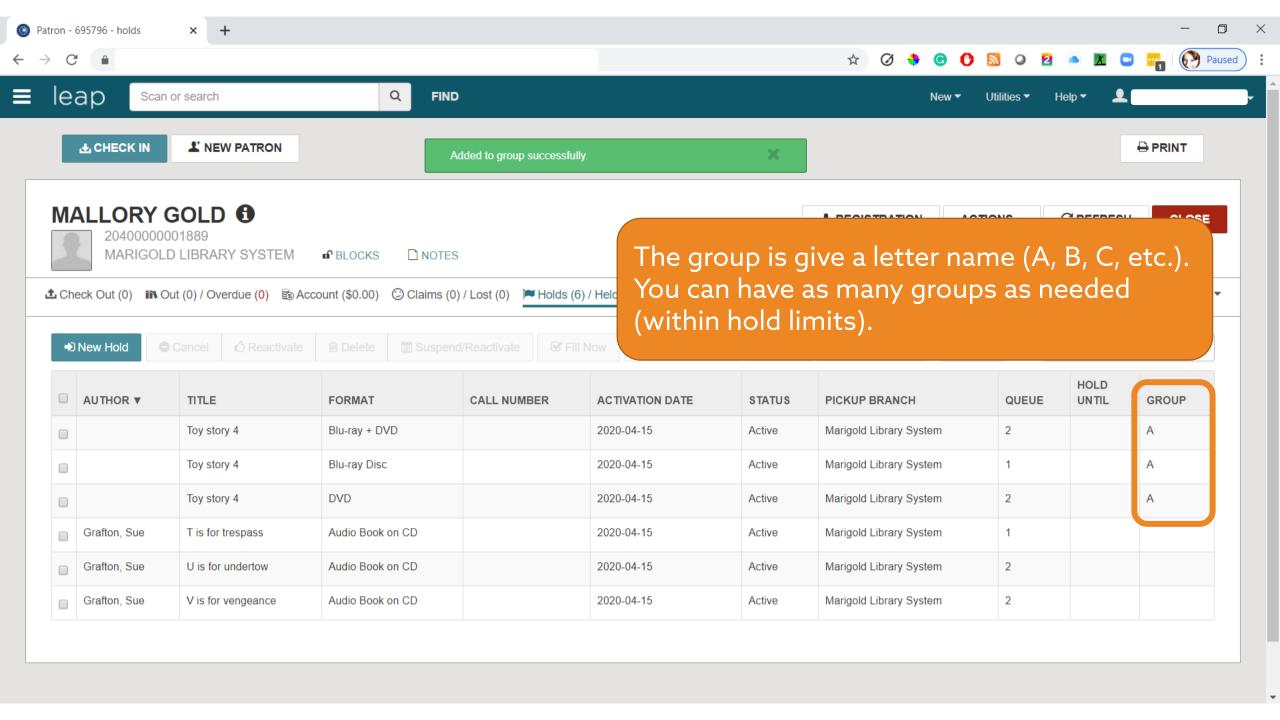










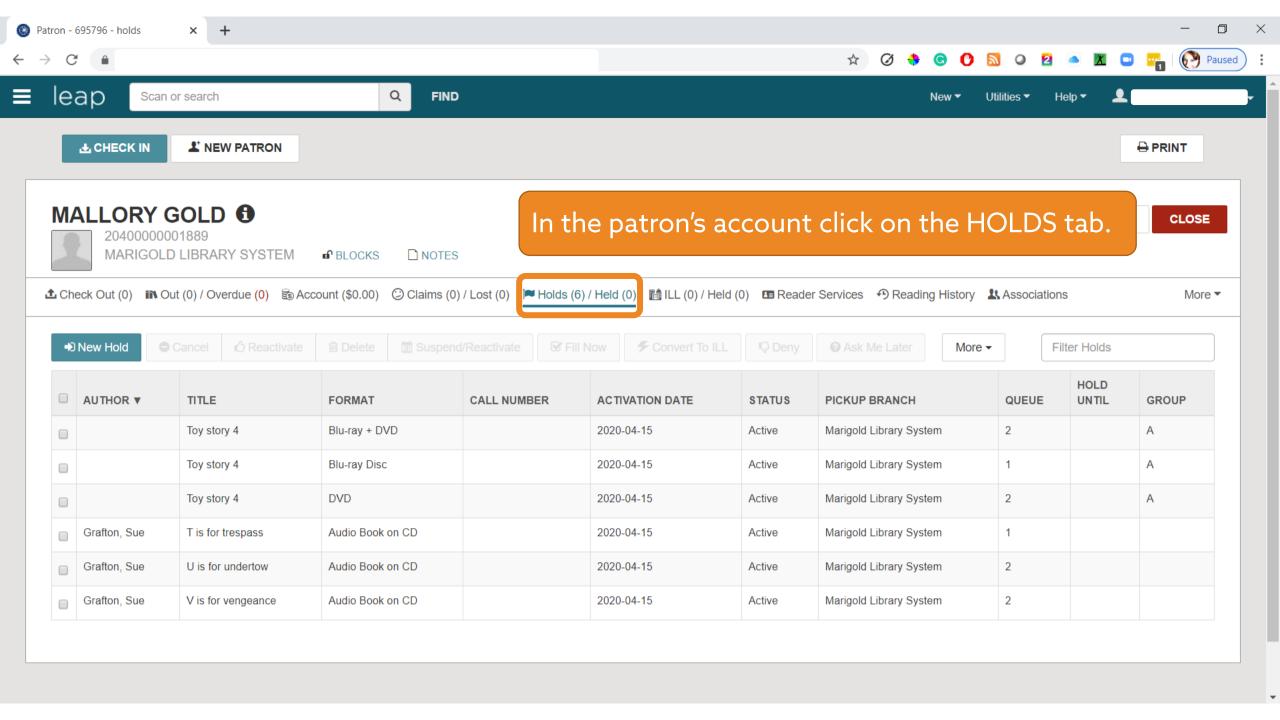


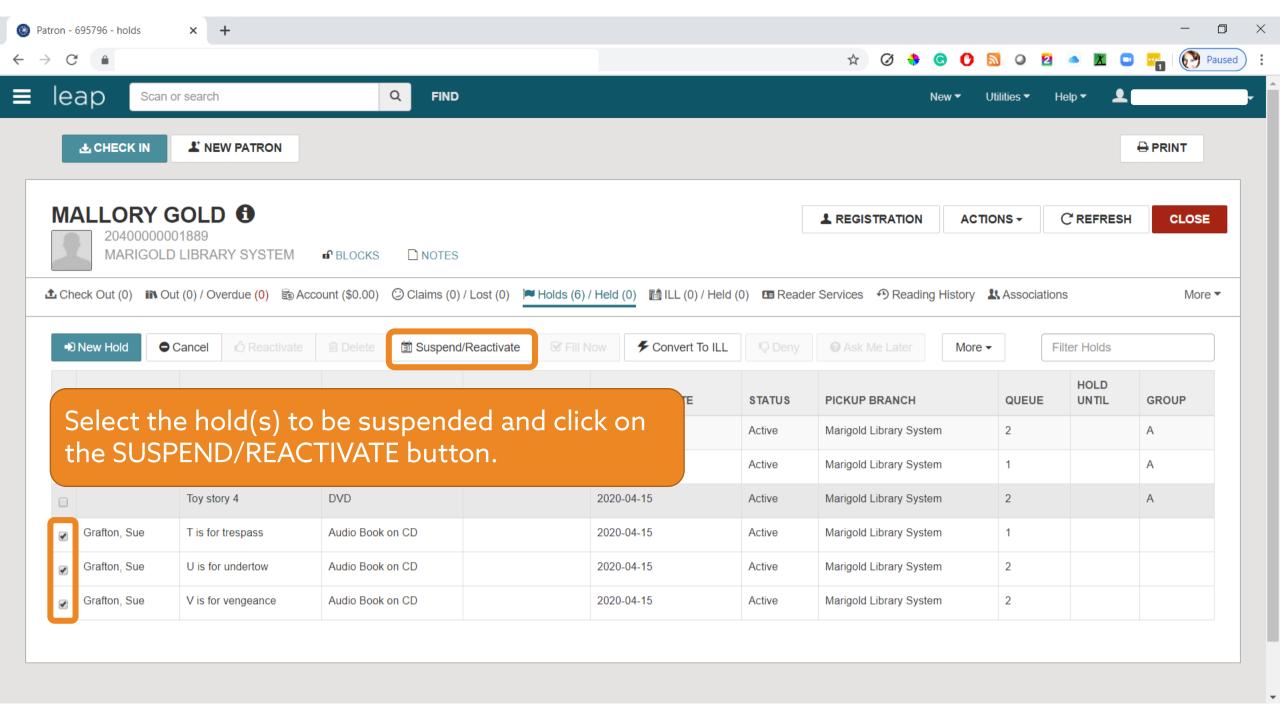
SUSPEND / REACTIVATE HOLDS

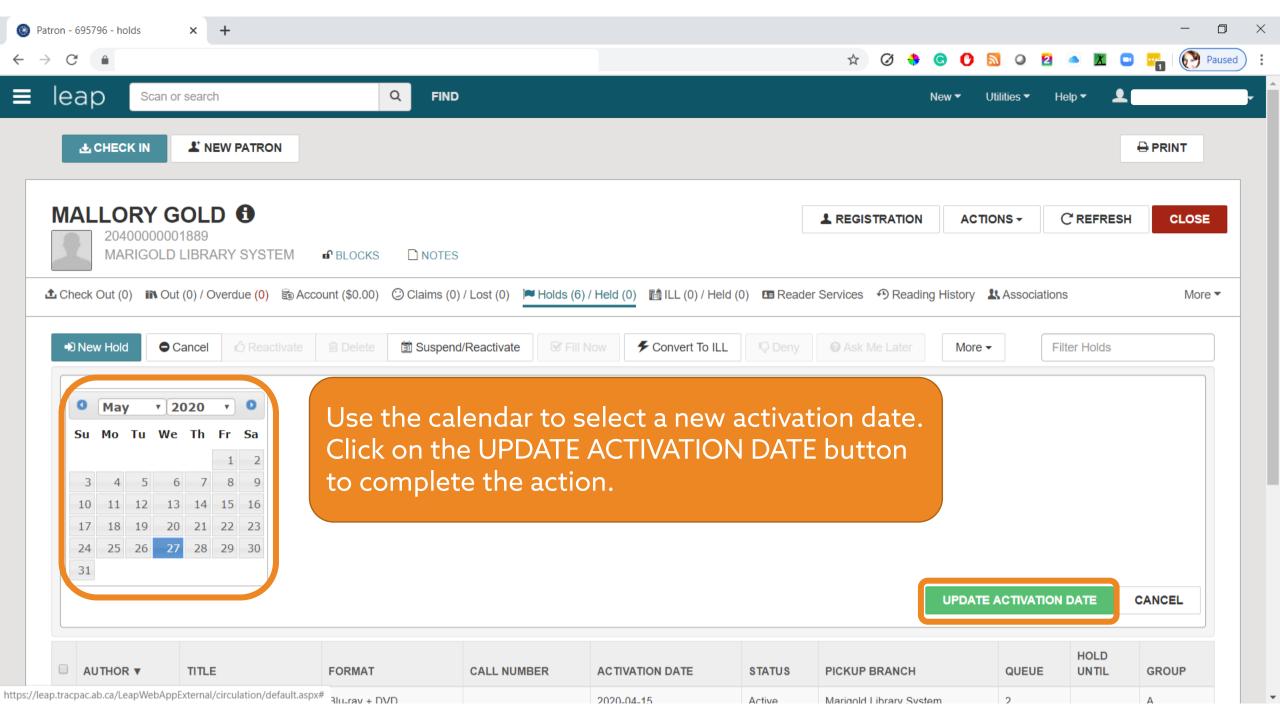
SUSPENDING HOLDS

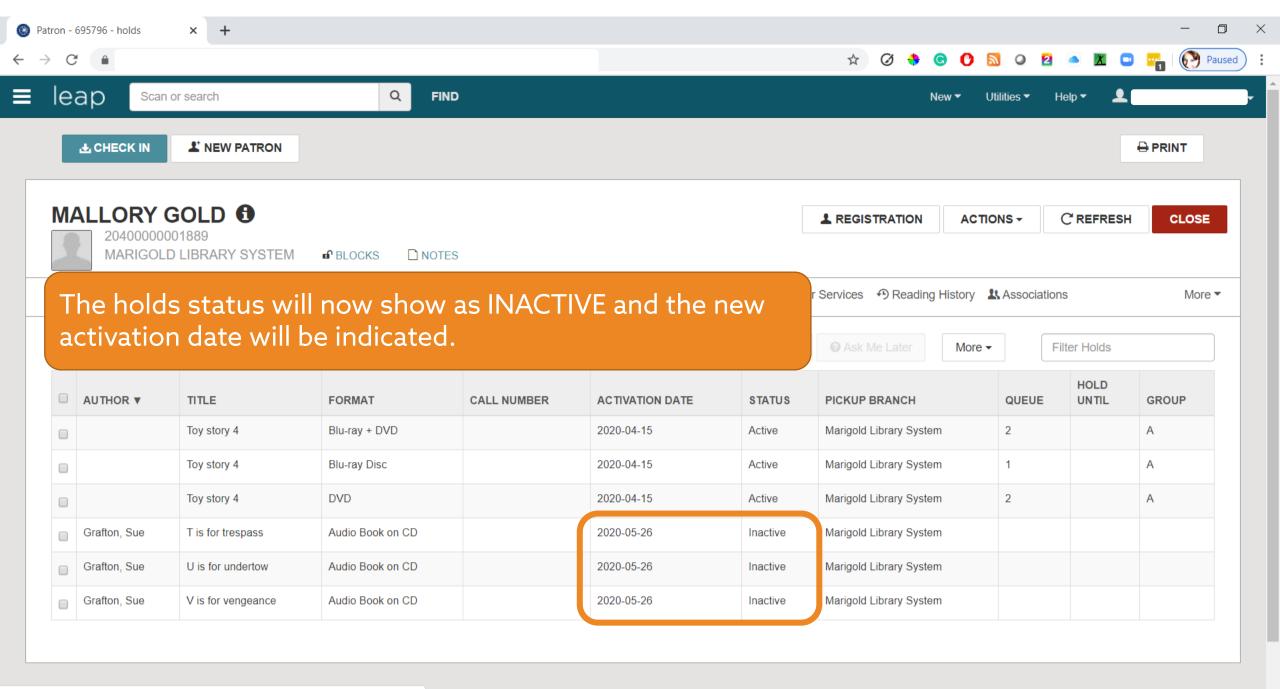
If a patron doesn't want their hold filled until a certain time (e.g. going away on holidays) holds can be suspended until a chosen activation date.

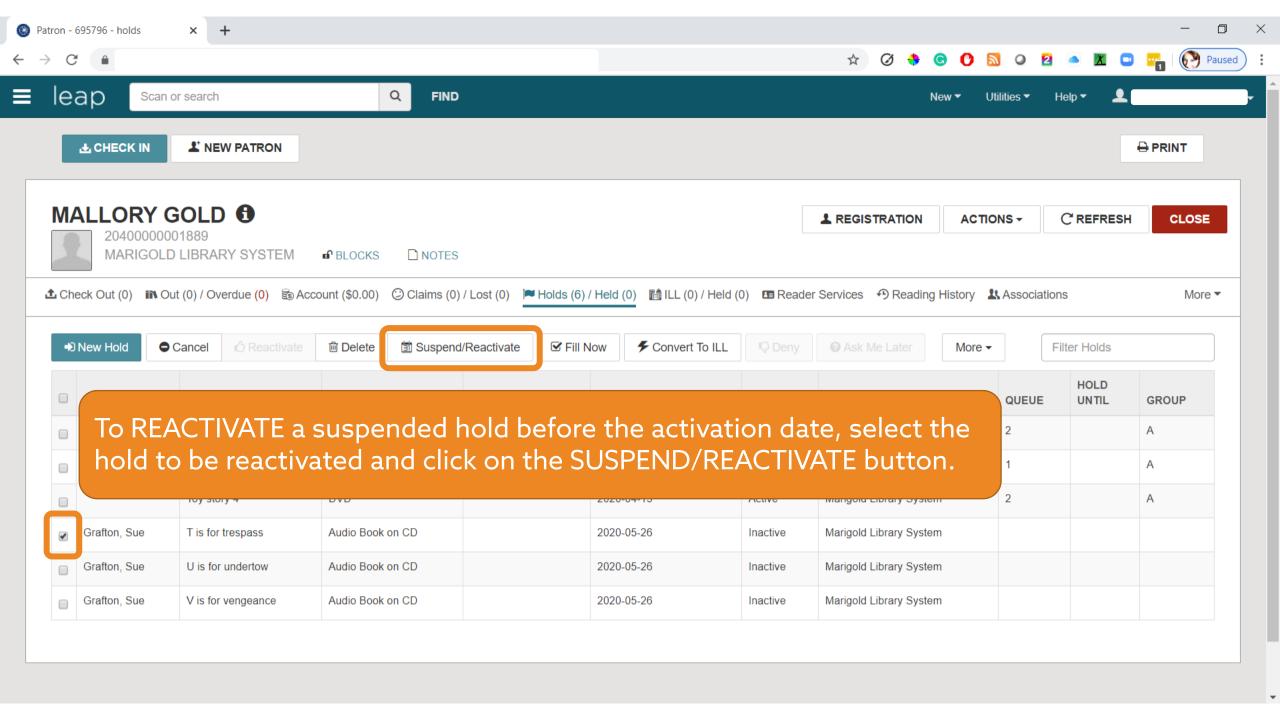
The patron will keep their place in the holds queue while suspended. Suspended holds show a status of INACTIVE.

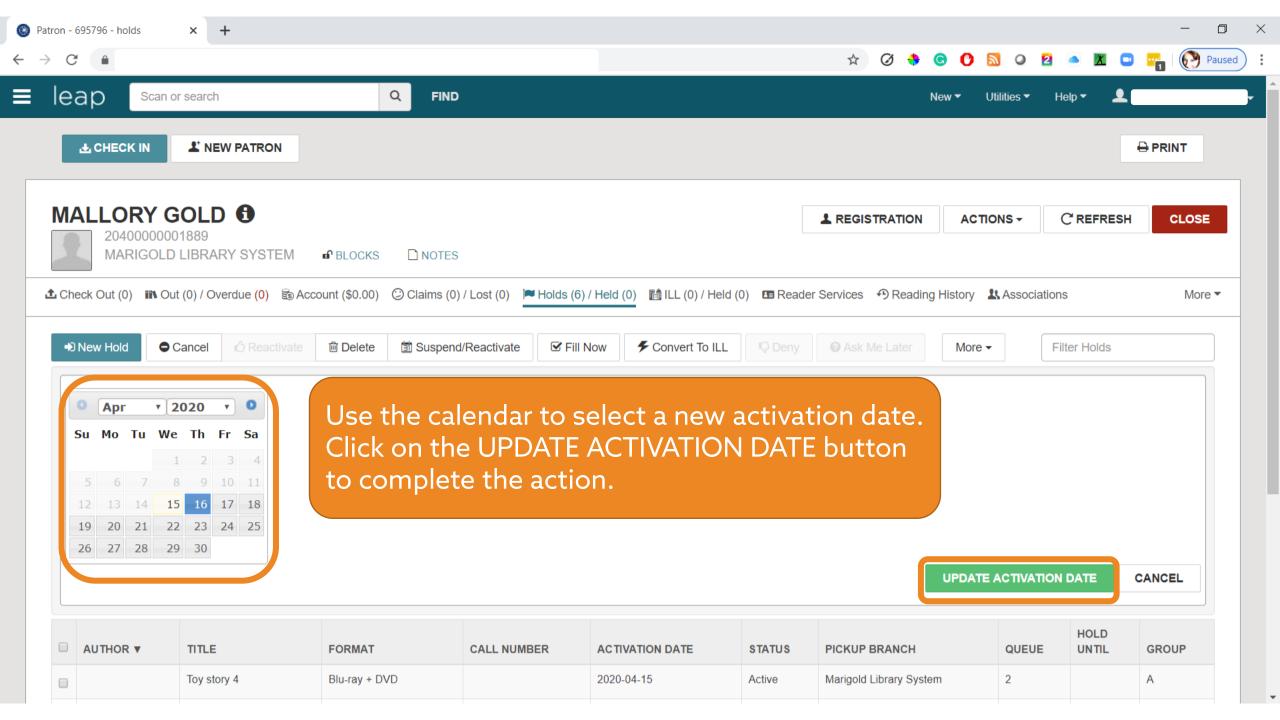




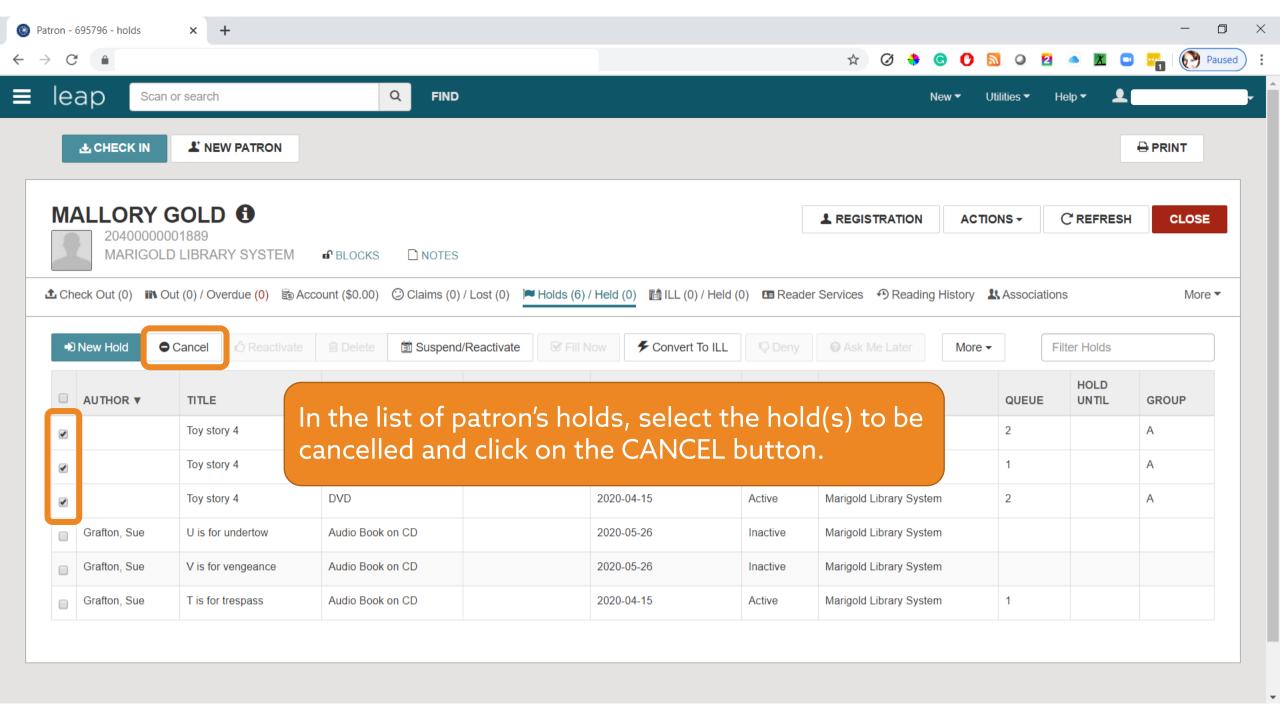


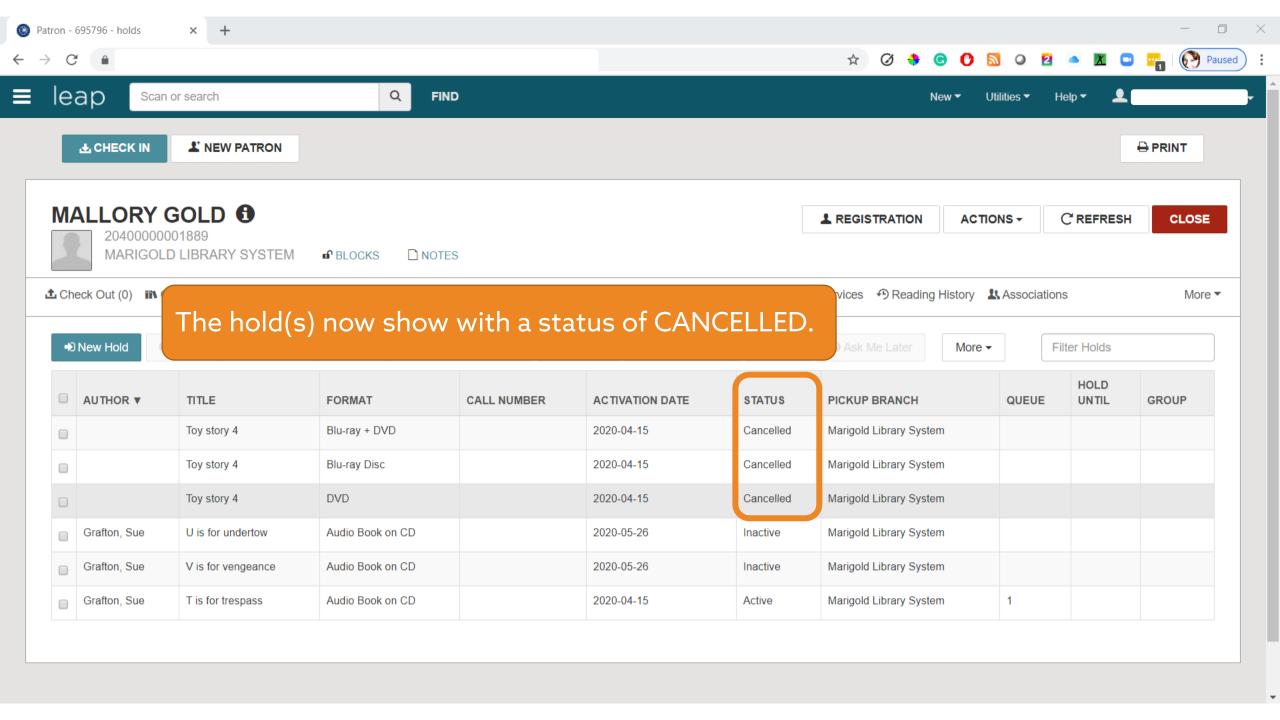


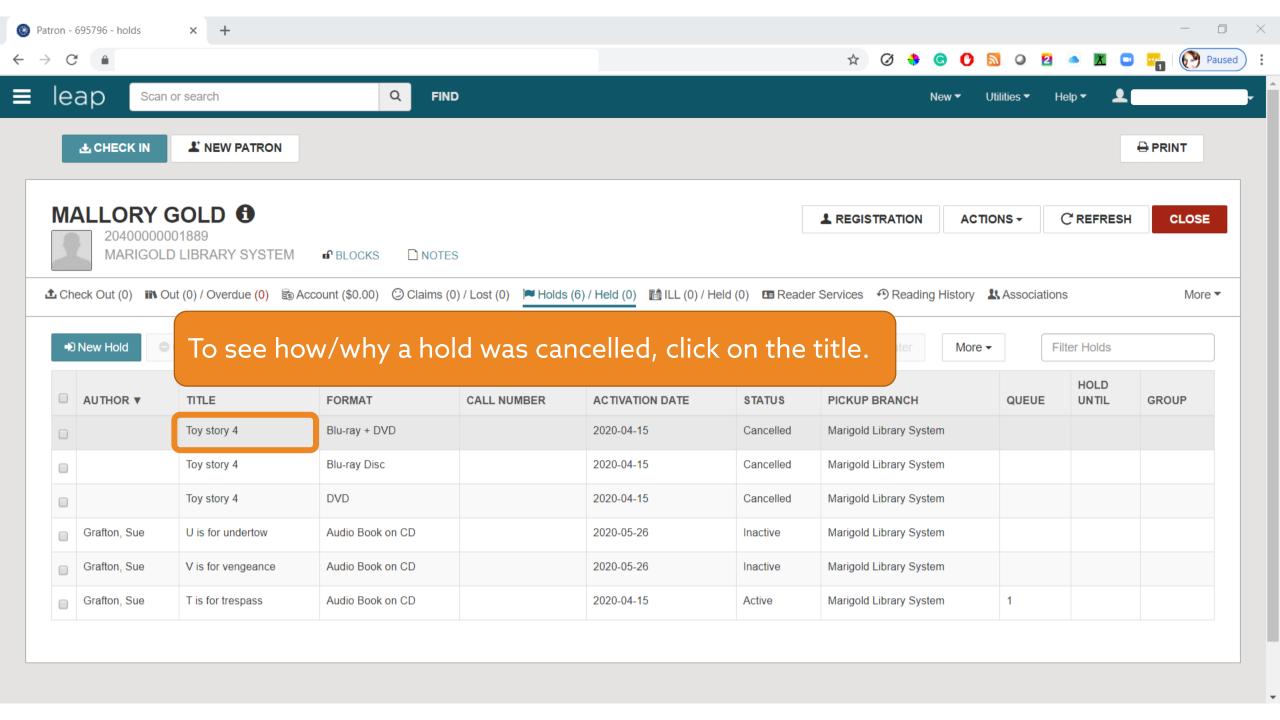


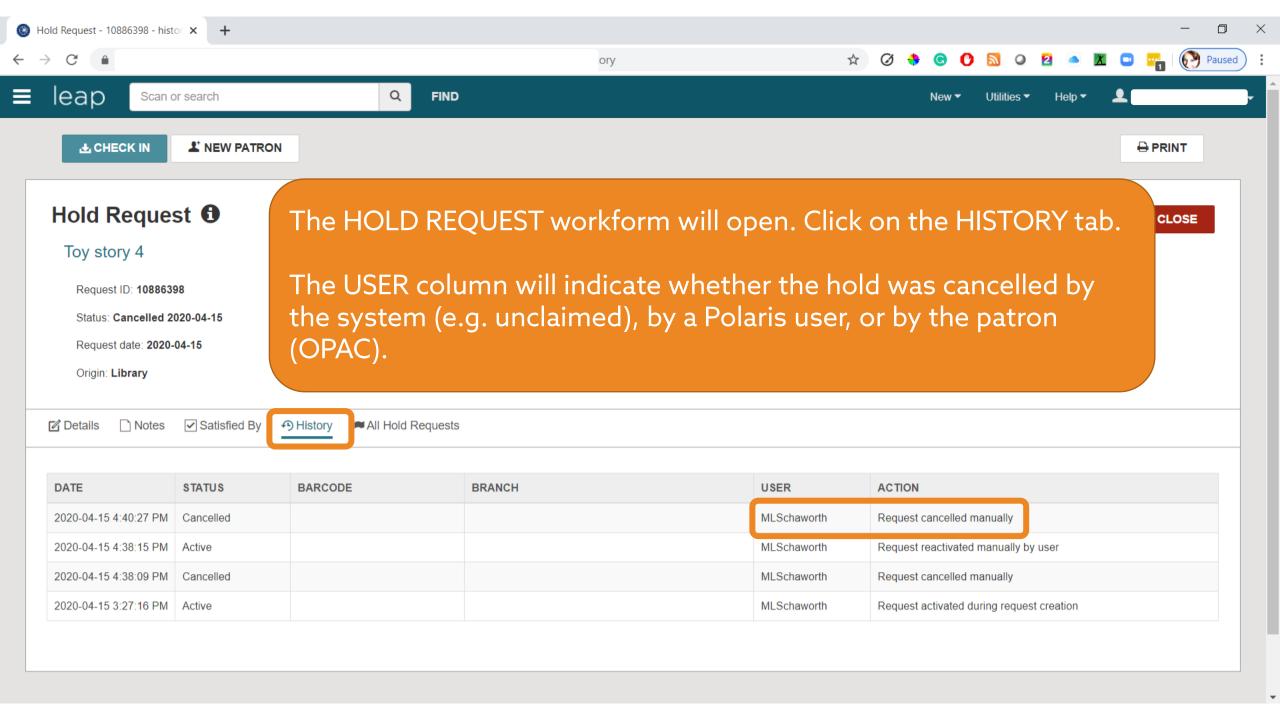


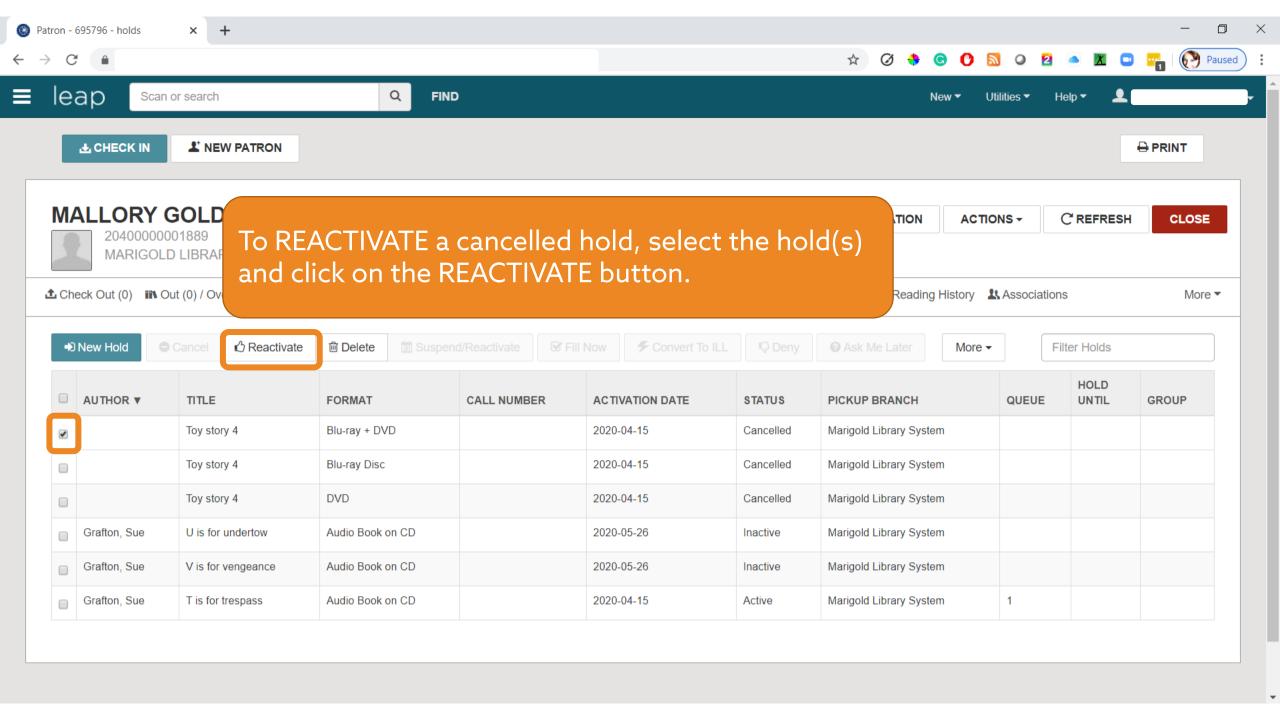
CANCEL / DELETE HOLDS

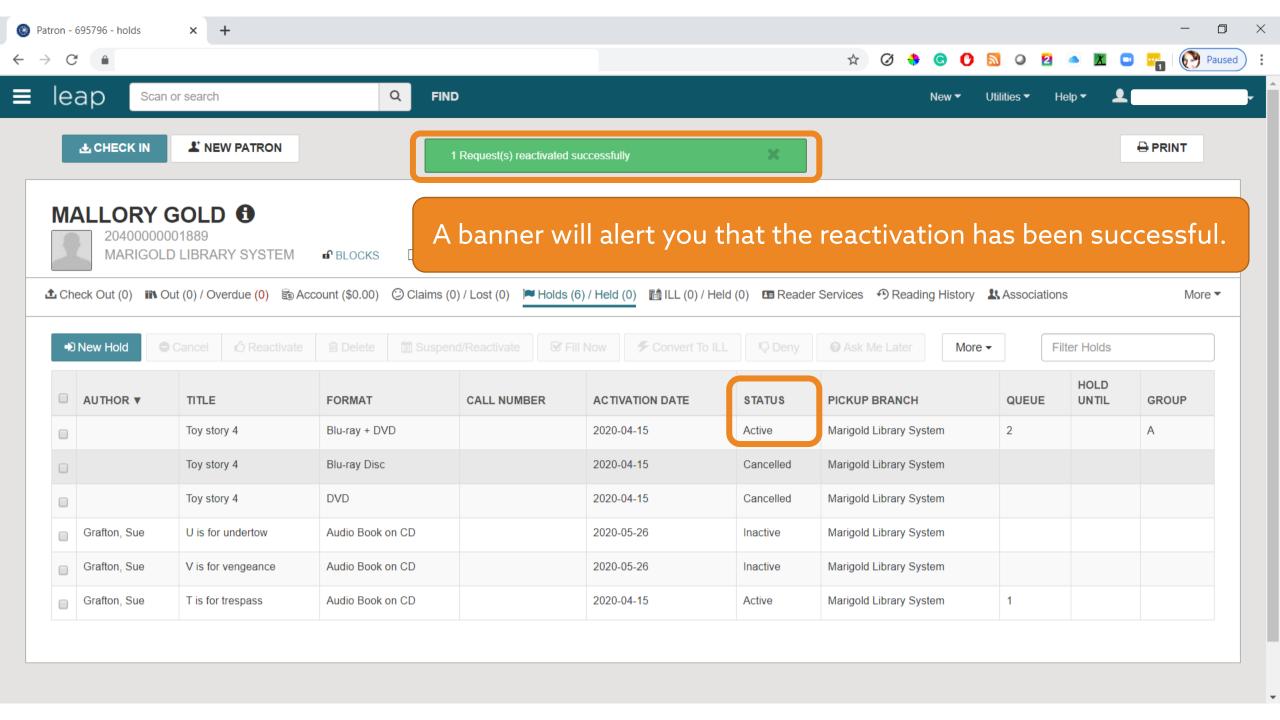


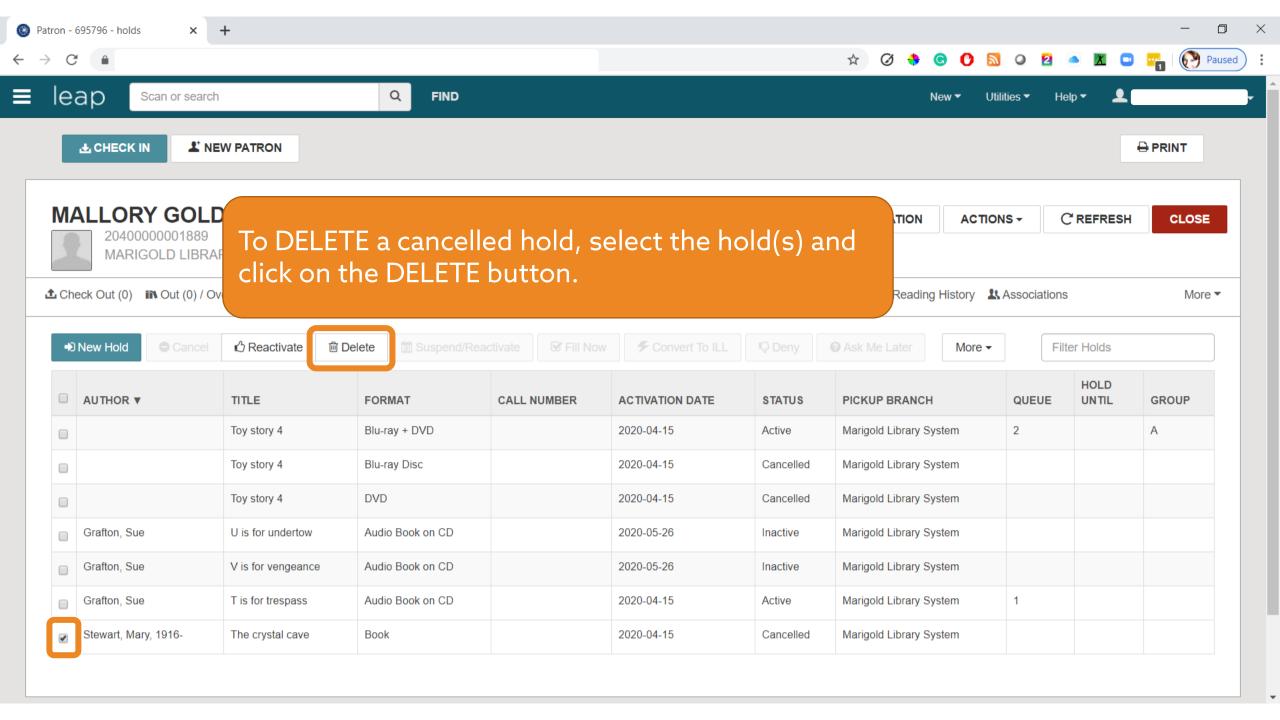


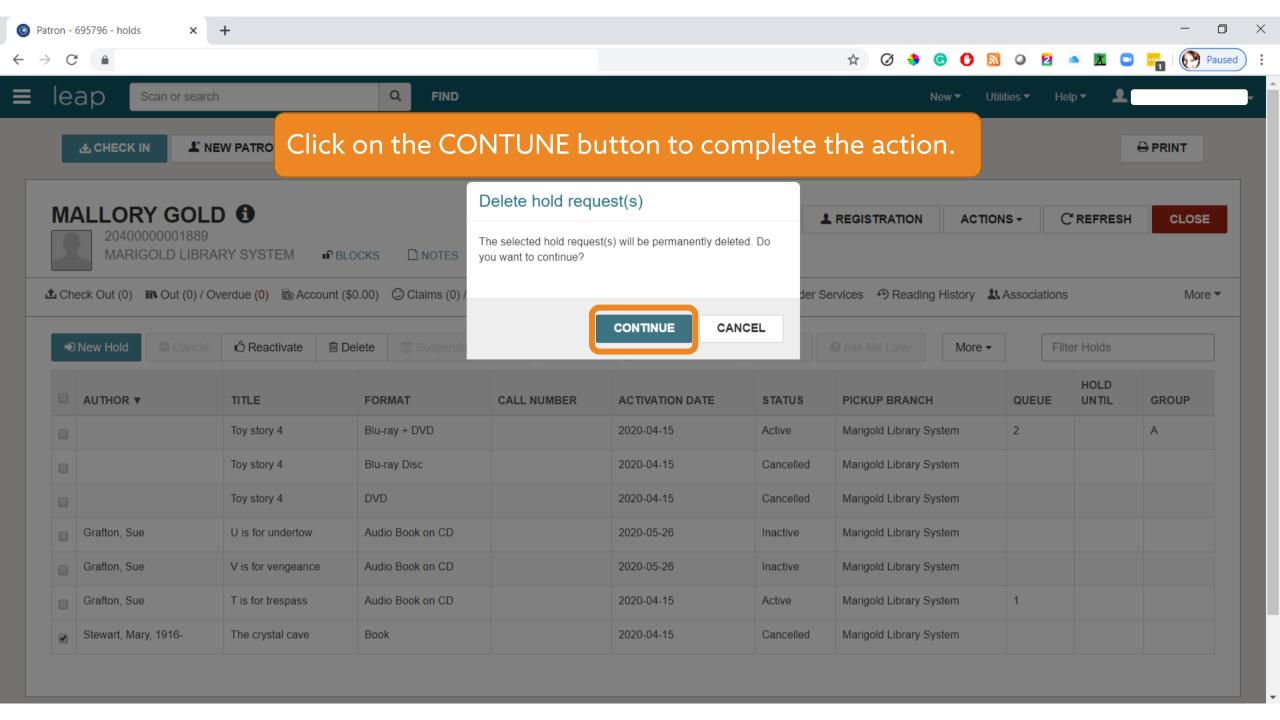












Questions?

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caleigh@marigold.ab.ca

