

## Placing Bulk Holds

Follow these steps when wanting to place multiple holds at a time for book clubs, school groups, etc.

1. Click on the NEW tab on the upper right-hand side of the Polaris LEAP homepage.
2. Select RECORD SET



3. Select PATRON under Record Type for your new record set.



- Name the record set appropriately and then change the owner to your library. Click **SAVE**.

**New Patron Record Set 1** **SAVE** ACTIONS ▾ REFRESH CLOSE

**Name**  **Owner**  **Record Set ID**

**Note**  **Record Status**  **Record Count**

Scan or enter barcode  **FIND TOOL** ACTIONS ▾ Filter Records

<input type="checkbox"/>	BARCODE	NAME	STREET	CITY	STATE	POSTAL CODE	LIBRARY
0 of 0 record(s) retrieved							

- Click on the **FIND TOOL** (beside the 'Scan or enter barcode' bar) and enter the name of the first patron you wish to add. Click the search magnifying glass and then select the name of the patron as it appears in the box below the search field and click **OPEN**. This will add that patron to your record set. Make sure to click **SAVE**.

**Find Tool - Patron** ✕

Patron ▾ Basic Search ▾ Name (Last, First Middle) ▾ Keyword (All) ▾

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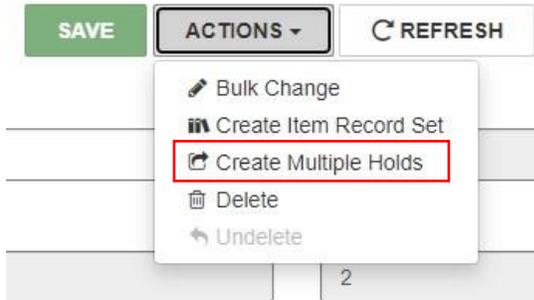
* !	Barcode	Name	Street	City	S...	Zip	Birth Da...	Library
<input checked="" type="checkbox"/>	20800001488039	Dumbledore, Albus	Bag 8	Elk Point	AB	T0...		Northern...

Ready 1 result(s)

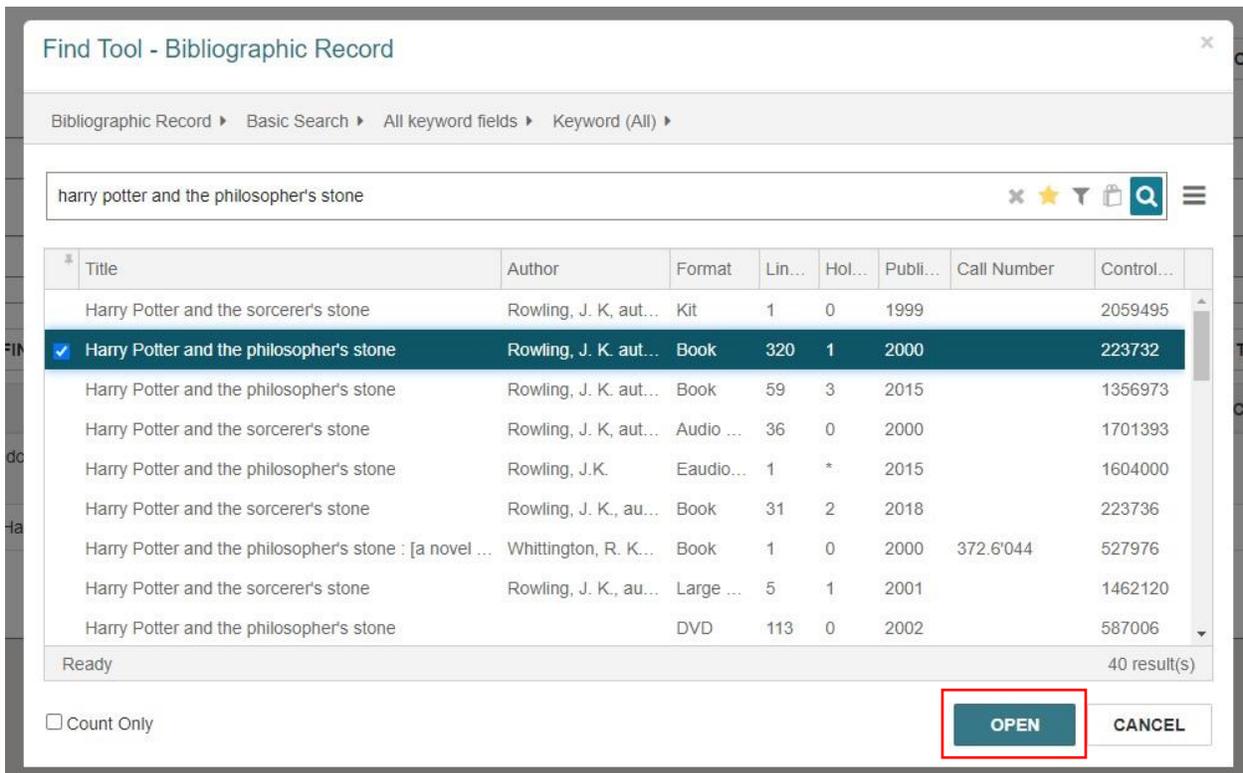
Count Only **OPEN** CANCEL

- Repeat step 5 for each patron you wish to add to the record set.

- Once all the patrons you wish to add have been added, click on ACTIONS in the upper right-hand side and select CREATE MULTIPLE HOLDS from the drop-down menu.



- Type the title you wish to place on hold for your record set into the FIND TOOL – BIBLIOGRAPHIC RECORD pop-up window. Click the search magnifying glass and then select the name of the patron as it appears in the box below the search field and click OPEN.



A screenshot of the 'Find Tool - Bibliographic Record' window. The search field contains 'harry potter and the philosopher's stone'. Below the search field is a table of results. The second row is selected and highlighted in blue. At the bottom of the window, there is a red box around the 'OPEN' button and a 'CANCEL' button.

Title	Author	Format	Lin...	Hol...	Publi...	Call Number	Control...
Harry Potter and the sorcerer's stone	Rowling, J. K, aut...	Kit	1	0	1999		2059495
<input checked="" type="checkbox"/> Harry Potter and the philosopher's stone	Rowling, J. K, aut...	Book	320	1	2000		223732
Harry Potter and the philosopher's stone	Rowling, J. K, aut...	Book	59	3	2015		1356973
Harry Potter and the sorcerer's stone	Rowling, J. K, aut...	Audio ...	36	0	2000		1701393
Harry Potter and the philosopher's stone	Rowling, J.K.	Eaudio...	1	*	2015		1604000
Harry Potter and the sorcerer's stone	Rowling, J. K, au...	Book	31	2	2018		223736
Harry Potter and the philosopher's stone : [a novel ...	Whittington, R. K...	Book	1	0	2000	372.6'044	527976
Harry Potter and the sorcerer's stone	Rowling, J. K, au...	Large ...	5	1	2001		1462120
Harry Potter and the philosopher's stone		DVD	113	0	2002		587006

Ready 40 result(s)

Count Only

**OPEN** CANCEL



9. Enter the activation date if applicable (ie., if you are setting up book club holds for multiple months) and ensure that the pick-up location is set to your library.

### Create Multiple Holds ✕

**Title**

**Activation**      **Expiration**      **Pickup Branch**

**NOTE:** If you add additional members to your record set AFTER creating the record set and placing your multiple holds, you will need to place individual holds on those titles for the new patron. Any new multiple holds placed for the record set once the additional patrons have been added will apply to the whole record set.