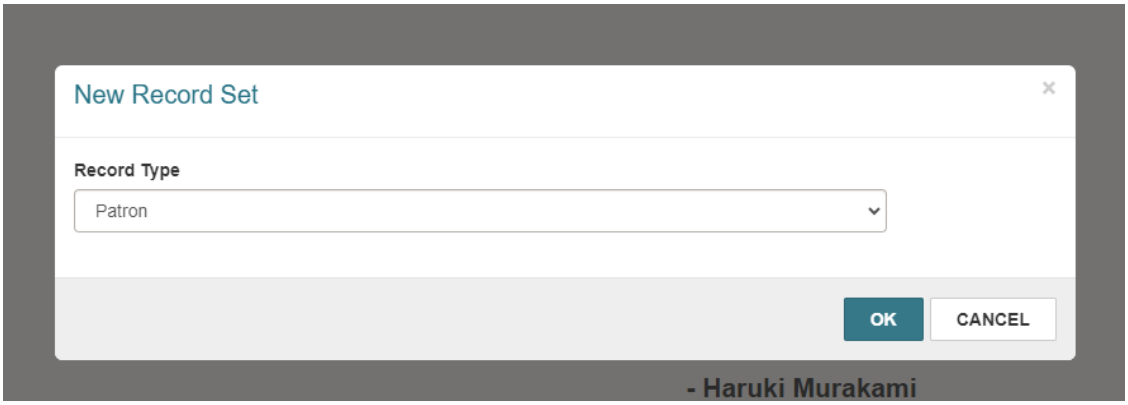
Placing Bulk Holds

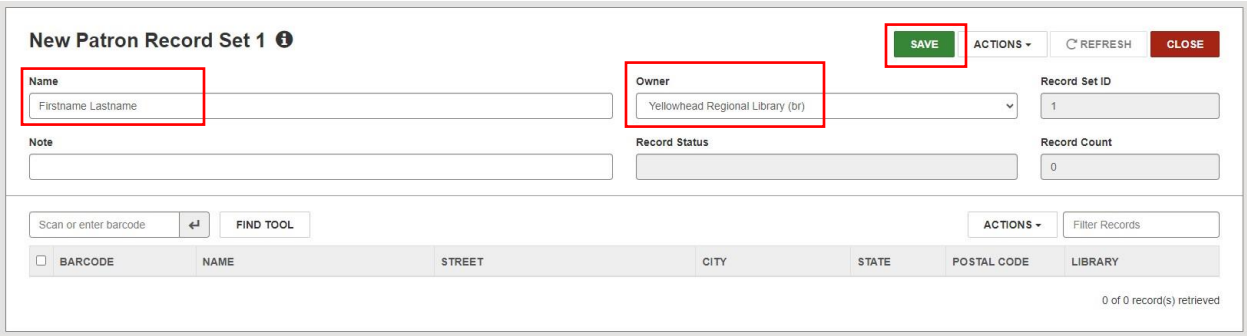
Follow these steps when wanting to place multiple holds at a time for book clubs, school groups, etc.

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

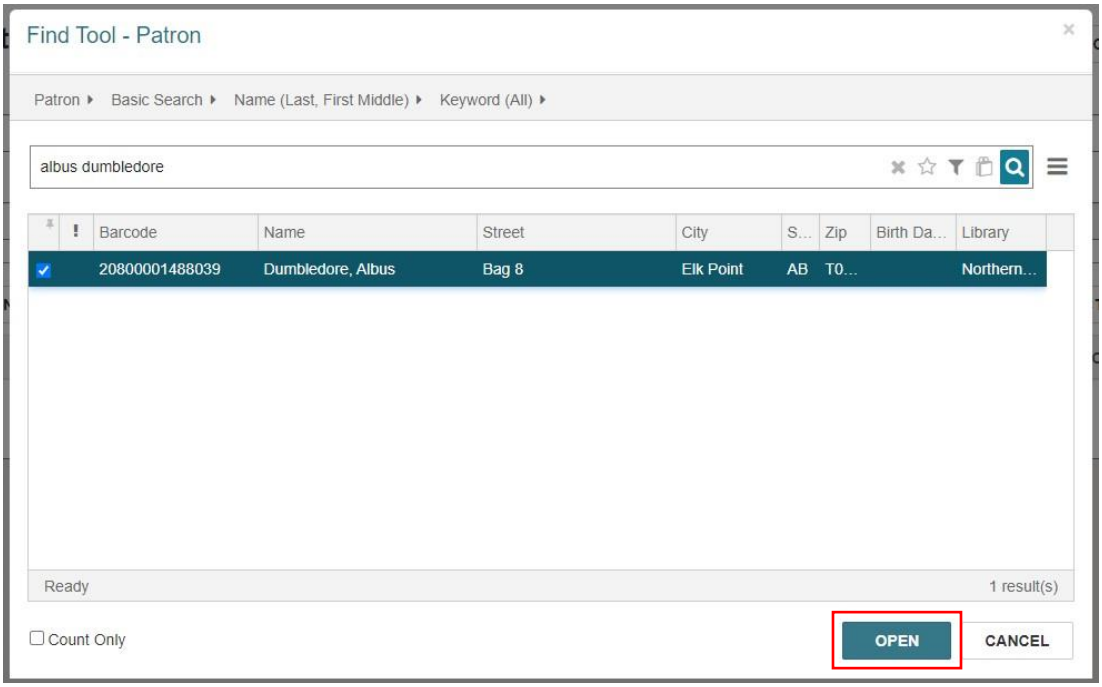
3. Select PATRON under Record Type for your new record set.



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

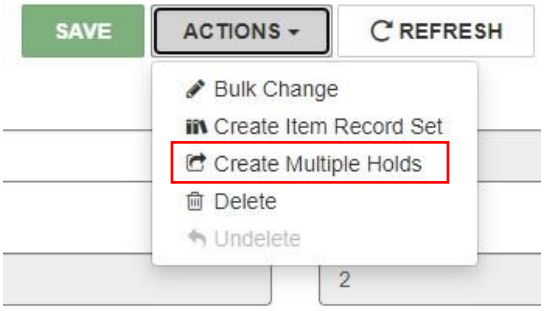


5. Click on the FIND TOOL (beside the 'Scan or enter barcode' bar) and enter the name of the first patron you wish to add. Click the search magnifying glass and then select the name of the patron as it appears in the box below the search field and click OPEN. This will add that patron to your record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

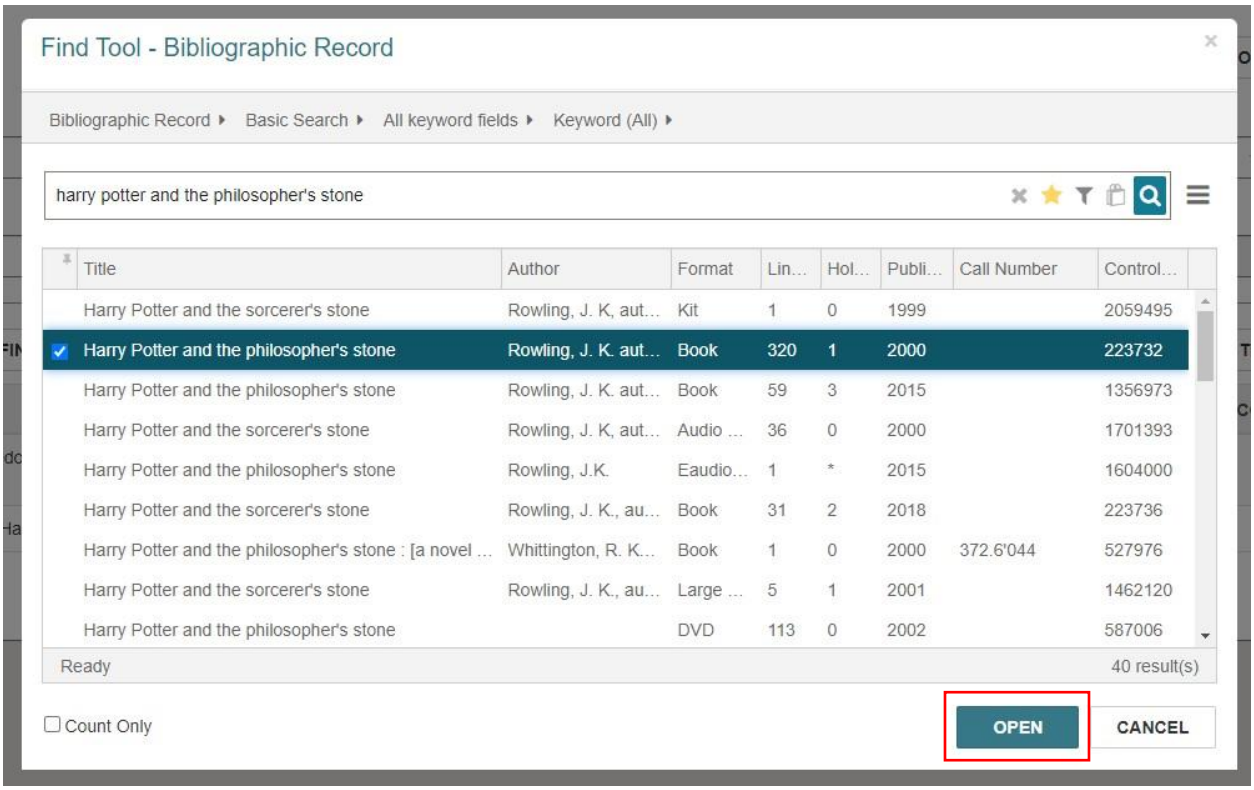


6. Repeat step 5 for each patron you wish to add to the record set.

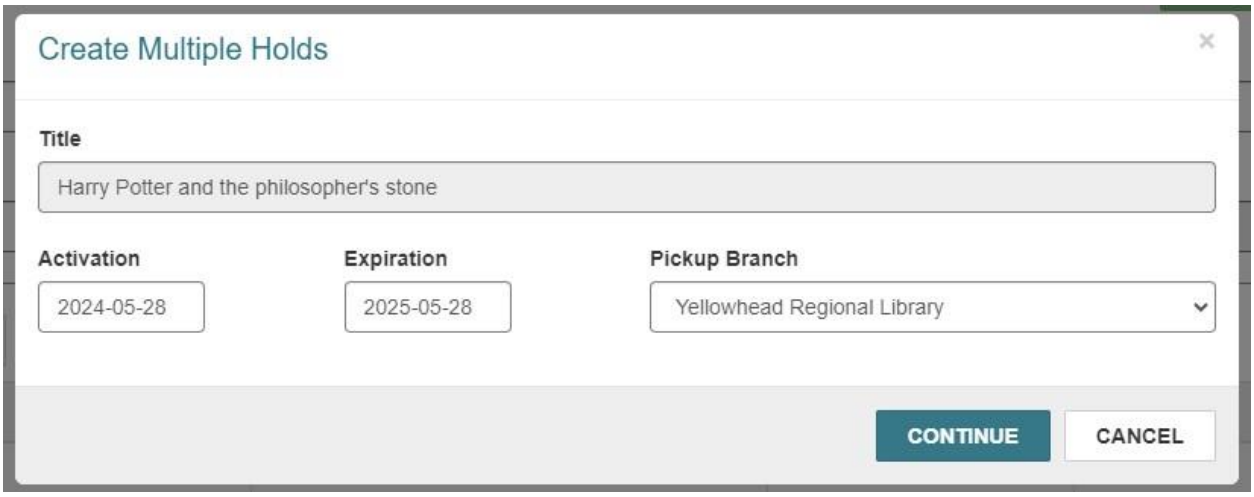
7. Once all the patrons you wish to add have been added, click on ACTIONS in the upper right-hand side and select CREATE MULTIPLE HOLDS from the drop-down menu.



8. 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.



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 locaion is set to your library.



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.