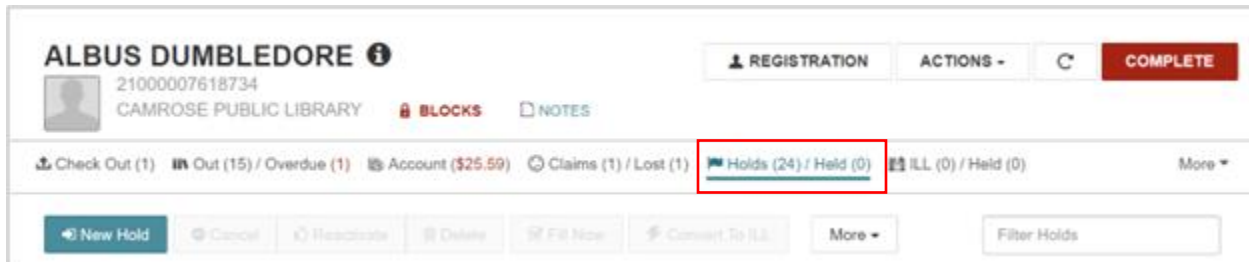


## Placing Holds

A hold can be placed from the patron record as well as the bibliographic record.

1. To place a **hold from a patron record**, located the patrons record. This can be done by scanning their patron barcode or typing their patron information into the quick search bar.



ALBUS DUMBLEDORE ⓘ  
21000007618734  
CAMROSE PUBLIC LIBRARY

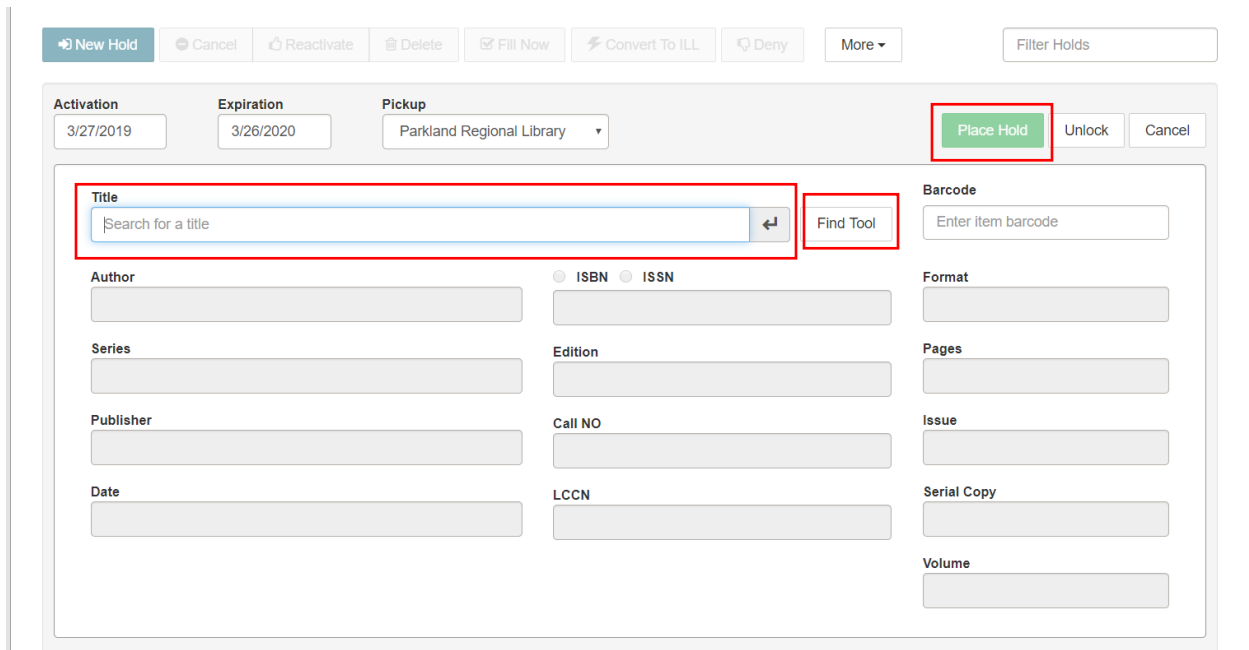
REGISTRATION ACTIONS - COMPLETE

BLOCKS NOTES

Check Out (1) In Out (15) / Overdue (1) Account (\$25.59) Claims (1) / Lost (1) **Holds (24) / Held (0)** ILL (0) / Held (0) More ▾

New Hold Cancel Reactivate Delete Fill Now Convert To ILL More ▾ Filter Holds

2. The **holds and held tab** displays all the requests a patron has placed. To place a **hold** click the **new hold button**. A holds screen will appear.



New Hold Cancel Reactivate Delete Fill Now Convert To ILL Deny More ▾ Filter Holds

Activation: 3/27/2019 Expiration: 3/26/2020 Pickup: Parkland Regional Library

Place Hold Unlock Cancel

Title: Search for a title Find Tool

Barcode: Enter item barcode

Author: ISBN ISSN

Series: Edition

Publisher: Call NO

Date: LCCN

Format: Pages

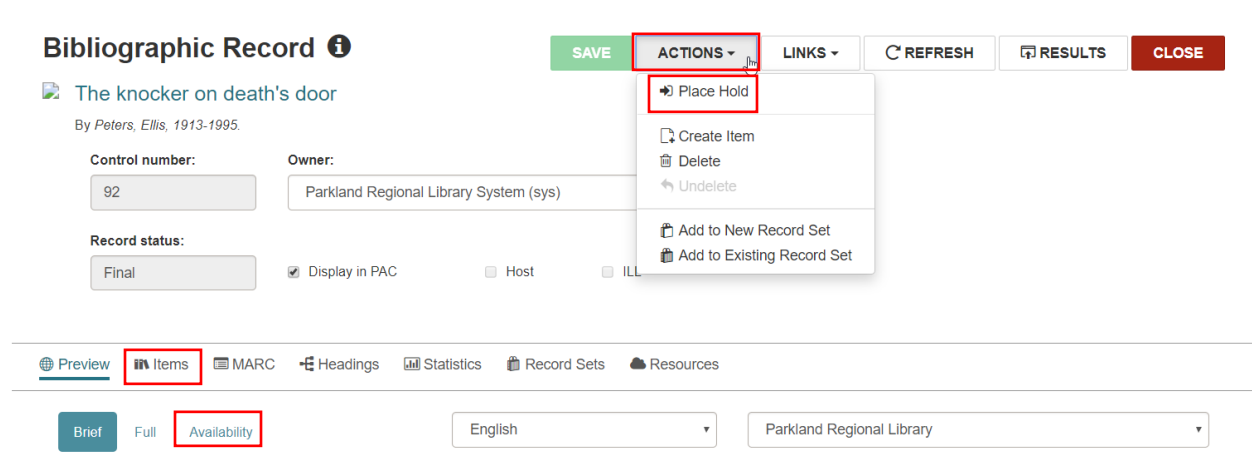
Issue: Serial Copy

Volume:

3. The cursor is automatically placed in the title. You can immediately begin typing a title and perform a title search for the item. You can also use the **find tool** to locate the correct record.
4. When you have located the correct record, select **place hold**.

You can also place a hold from a **bibliographic record**. This typically happens when a patron comes in looking for an item and it is not available at your library.

5. Using the **find tool** locate the record for the item the patron wants to place a hold on.



**Bibliographic Record** ⓘ

SAVE ACTIONS LINKS REFRESH RESULTS CLOSE

➔ Place Hold  
Create Item  
Delete  
Undelete  
Add to New Record Set  
Add to Existing Record Set

**The knocker on death's door**  
By *Peters, Ellis, 1913-1995.*

Control number: 92  
Owner: Parkland Regional Library System (sys)

Record status: Final  
 Display in PAC  Host  ILL

Preview **Items** MARC Headings Statistics Record Sets Resources

Brief Full **Availability** English Parkland Regional Library

6. Upon opening the record, you can view the availability by clicking **availability** or **items**.
7. To place a hold, click the **action button** and select place hold from the drop-down menu.
  - a. If you have a patron record open you will be prompted to select that patron. If that is the correct patron, select the patrons name and click **OK**. If the patrons record is not already open, click the **find tool button**. If no patron records are currently open, you will be taken directly to the find tool. Locate and open the appropriate patron record.
8. The same holds screen will appear. Follow the previous instructions and click the **place hold button**.