

Chapter 21 -- Holds

Viewing Holds

To view holds for a catalog record, open the record and click on **Actions for this Record (Alt +A)**, select **View Holds (Alt + S)**. You can do this from any record view.

Record Summary (Add Volumes) (View MARC)

Title: Notorious nineteen
Author: Evanovich, Janet.
Bib Call #: P53555.V2126N68 2012

Edition: 1st ed.
Pub Date: 2012

TCN: sky248896657
Database ID: 19901823
Record Owner:

Created By: pbplcc-cwhitton
Last Edited By: ptplp-cat3
Last Edited On: 2012-11-20 8:3 PM

4 of 12 [Start] [Previous] [Next] [End] [Search Results] [Actions for this Record]

Locations Maintenance

Location: Hussey-Mayfield Memorial Branch Limit: This Specialized Library

how Volumes: Show Items Hide Empty Libs [Refresh] Consortial Total: 85

Location/Barcode	Vol...	Copies	Circulation ...	Loan Duration	Location
EG-IN : Evergreen Indiana					
ZPL : Zionsville Public Library					
HMMPL : Hussey-Mayfield Memorial Branch					
FIC EVANOVICH, JANET "PLUM" BK.19					
33946002698640		1	book new : ...	Normal	New Books , 2nd Floor
33946002698657		<3>	book new : ...	Normal	New Books , 2nd Floor
33946002698665		3	book new : ...	Normal	New Books , 2nd Floor

- OPAC View
- MARC View
- MARC Edit
- Holdings Maintenance
- Manage Conjoined Items
- Manage Parts
- View Holds**
- View/Place Orders
- Add to Bucket
- Mark for Overlay
- Delete Record
- Undelete Record

The View Holds screen opens:

1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-) Help

1 239.50 2 Record Buckets 3 Item Status 4 Bib Record: sky248896657 +

Record Summary (Add Volumes) (View MARC)

Title: Notorious nineteen
Author: Evanovich, Janet.
Bib Call #: P53555.V2126N68 2012

Edition: 1st ed.
Pub Date: 2012

TCN: sky248896657
Database ID: 19901823
Record Owner:

Created By: pbplcc-cwhitton
Last Edited By: ptplp-cat3
Last Edited On: 2012-11-20 8:3 PM

Record 4 of 12 [Start] [Previous] [Next] [End] [Search Results] [Actions for this Record]

Holds

Filter: Pickup Library HMMPL Hussey-Mayfield Memorial Branch [Detail View] [Actions for Selected Holds]

#	Capture Date	Current Copy	Patron Barcode	Patron First Name	Patron Last Name	Pickup Library	Request Date	Status	Title	Holdable Part	Type
1		No Copy	239460	THERESA		HMMPL	2012-11-20	Waiting for ...	Notorious nineteen		T
2		No Copy	239460	JULIA		HMMPL	2012-11-17	Waiting for ...	Notorious nineteen		T
3		No Copy	239460	KRISTINE		HMMPL	2012-11-17	Waiting for ...	Notorious nineteen		T
4		No Copy	239460	Sheryl		HMMPL	2012-11-17	Waiting for ...	Notorious nineteen		T
5		No Copy	239460	ROBERTA		HMMPL	2012-11-17	Waiting for ...	Notorious nineteen		T
6	2012-11-20 7:3 PM	33946002698665	239460	LAURA		HMMPL	2012-11-16	Ready for p...	Notorious nineteen		T
7	2012-11-20 7:11 PM	33946002698657	239460	Patricia		HMMPL	2012-11-04	Ready for p...	Notorious nineteen		T

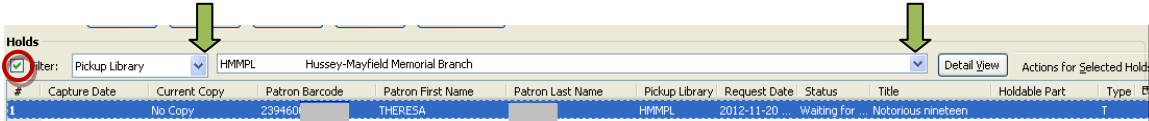
TIP: If you have placed a hold on a record and it is not displaying you can reset the display. See page 21.13 for instructions.

NOTE: There are many holds related actions in the Actions for Selected Holds menu. This chapter focuses on those likely to be used by Catalogers.

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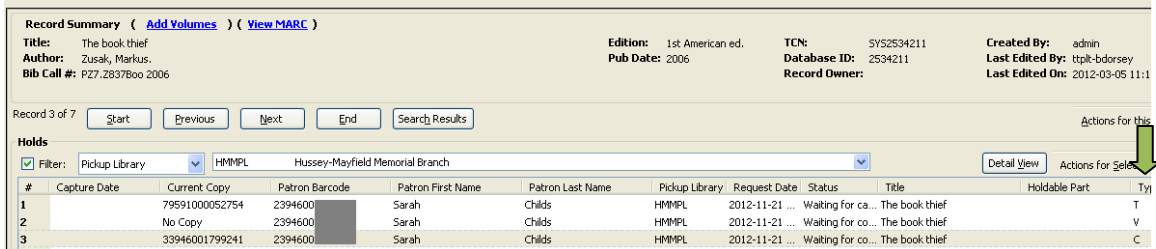
Chapter 21 – Holds

By default the view is limited to holds designated for pickup at your library. You can view all holds by clicking the Filter box to remove the green arrow, and you can use the drop down lists to change the filters to Requesting Library or a different library.

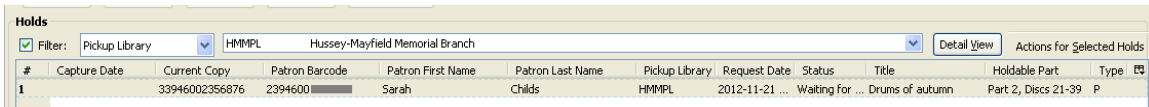


The View Holds screen is a columned screen so you can also use the Column Picker to adjust the display as needed. See **Chapter 4 – Using the Column Picker**, if needed.

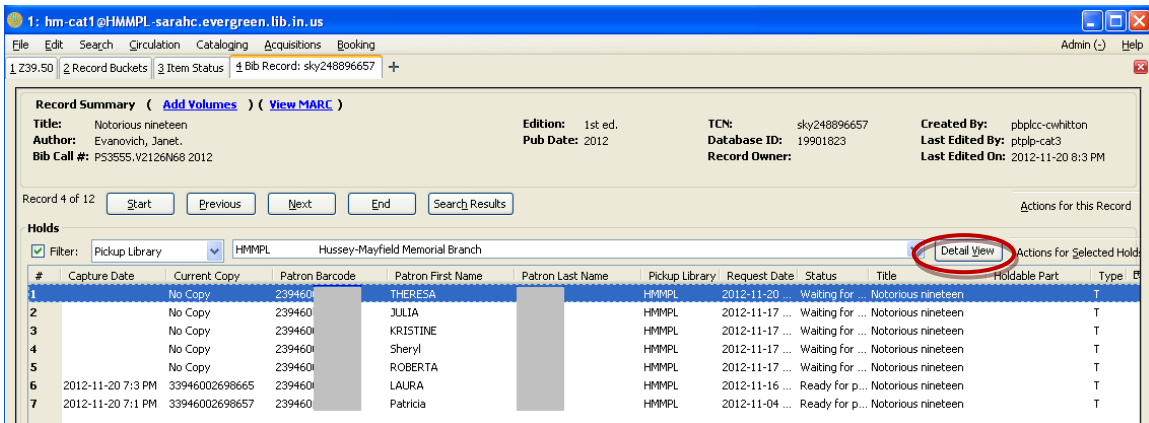
You can see a variety of information about the holds, including the type of hold. This is indicated in the Type column by the letters T, V, and C. These indicate Title, Volume and Copy holds.



Below you can see a Part hold with the part listed in the Holdable Part column.



You can also look at selected hold in Detail View. Highlight the hold you wish to see, and then click the **Detail View (Alt + V)** button.



To return to the List View, click **List View (Alt + V)**.

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: Notorious nineteen
Author: Evanovich, Janet.
Bib Call #: P53555.V2126N68 2012

Edition: 1st ed.
Pub Date: 2012

TCN: sky248896657
Database ID: 19901823
Record Owner:

Created By: pbplcc-cwhitton
Last Edited By: ptpip-cat3
Last Edited On: 2012-11-20 8:3 PM

Record 2 of 6 [Start](#) [Previous](#) [Next](#) [End](#) [Search Results](#) Actions for this Record

Holds

Filter: Pickup Library HMMPL Hussey-Mayfield Memorial Branch List View Actions for Selected Holds

THERESA : 2394600

#	Capture Date	Current Copy	Patron Barcode	Patron...	Patron Last ...	Picku...	Holdable Part	Request D...	Author	Title	T...	Status
1		No Copy	2394600	THERESA		HMMPL		2012-11-20...	Evanovich, Jan...	Notorious nineteen	T	Waiting for copy

Notes | Notifications

[Add Note](#)

Placing Title Level Holds

To place a hold, you need to be in OPAC view of the record you wish to place a hold on, as seen below. To go to OPAC view, click **Actions for this Record (Alt + R)**, select **OPAC view**. Then click **Place Hold**.

1 239.50 | 2 Record Buckets | 3 Item Status | 4 Bib Record: 278868 | 5 Bib Record: 0000085867 | +

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: Messenger
Author: Lowry, Lois.
Bib Call #: P27.L9673Me 2006

Edition: 1st Delacorte Press ed.
Pub Date: 2006

TCN: 278868
Database ID: 18193881
Record Owner:

Created By: admin
Last Edited By: mvplmcat1-bunner
Last Edited On: 2012-10-11 12:43 PM

Record 3 of 13 [Start](#) [Previous](#) [Next](#) [End](#) [Search Results](#) Actions for this Record

[Go Back](#) [Reload](#) [Go Forward](#) Debug [Print Page](#)

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Search the Catalog

All Formats messenger lowry Keyword in Evergreen Indiana [Search](#) [Advance](#)

[Search](#)

Recent searches + [Search Results](#) Showing Item 3 of 13 [Previous](#) [Next](#)

Messenger / Lois Lowry.
Lowry, Lois. (Author). Lowry, Lois. (Credited).

Available copies **Current holds**

- 74 copies at Evergreen Indiana.
- 0 current holds with 79 total copies.

Place Hold
[Add to my list](#)
[Print / Email](#)

LOCATION	CALL NUMBER	BARCODE	SHELVING LOCATION	AGE HOLD PROTECTION	CREATE DATE	HOLDABLE?	STATUS	ANTICIPATED DUE DATE*
APLS-Decatur	YAFIC LOWRY MES Text	34207000994716	Young Adult Fiction	6month	04/14/2004	Place on copy / volume	Available	-
APLS-Decatur	YAFIC LOWRY MES Text	34207001249813	Young Adult Fiction	6month	04/02/2007	Place on copy	Available	-

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Holds placed by clicking this button will be title level holds. Any eligible copy attached to the record can fill the hold.

The Place Hold Screen will open:

The screenshot shows a web browser window with the URL `1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us`. The browser's address bar contains the following text: `1 239.50 | 2 Record Buckets | 3 Item Status | 4 Bib Record: 278868 | 5 Bib Record: 0000085867 | +`. The main content area displays a record summary for the book "Messenger" by Lois Lowry. Below the summary, there are navigation buttons: "Start", "Previous", "Next", "End", "Search Results", "Go Back", "Reload", and "Go Forward". On the right side, there are buttons for "Actions for this Record", "Debug", and "Print Page". The "Place Hold" section is highlighted, and a green arrow points to the radio button labeled "Place hold for patron by barcode". The "Pickup location" is set to "Hussey-Mayfield Memorial Branch".

Click on the the box labeled “Place hold for patron by barcode,” then type, scan or paste the patron barcode for the person for whom you are placing

TIP: You have to click on the box because the cursor will be in the Search the Catalog box above.

NOTE: If you scan the barcode or hit enter, the hold will be placed and you will not have to click submit.

If you type or paste the barcode number into the box, the patron's contact preferences will be displayed.

NOTE: *If they have a phone number on file, it will display even if they have not chosen to be contacted by phone. If they have no mobile information entered, Alaska Communications will display by default*

You can change the contact preferences for this hold at this point, if desired. Then click **Submit**.

Place hold for patron by barcode: 2394600
 Place this hold for me (Cat One System Account)

Messenger / Lois Lowry.

Pickup location: Hussey-Mayfield Memorial Branch

Notify when hold is ready for pickup?

Yes, by Email
 Yes, by Phone

Phone Number:

Yes, by Text Messaging

Mobile carrier: Alaska Communications (USA) Note: carrier charges may apply
Mobile number: Hint: use the full 10 digits of your phone #, no spaces, no dashes

Submit **Cancel**

If the hold succeeds, "Hold was successfully placed" will display:

Place Hold

Messenger / Lois Lowry.
Hold was successfully placed

[Continue](#)

To return to the OPAC view, click **Continue**.

If the hold fails, “Hold was not successfully placed will display,” and the reason will be listed. You may be given the opportunity to override, or you can cancel the hold at this point.

Place Hold

The giver / by Lois Lowry.

Hold was not successfully placed

Problem: All available copies are temporarily unavailable at your pickup library due to age protection. Items less than 6 months old cannot be transited outside of the owning library. Placing this hold could result in longer wait times.

You have permission to override some of the failed holds.
Click **Submit** to override and place your hold on the selected items.

Submit

[Cancel](#)

Place Hold

Messenger / Lois Lowry.

Hold was not successfully placed

Problem: User already has an open hold on the selected item

You have permission to override some of the failed holds.
Click **Submit** to override and place your hold on the selected items.

Submit

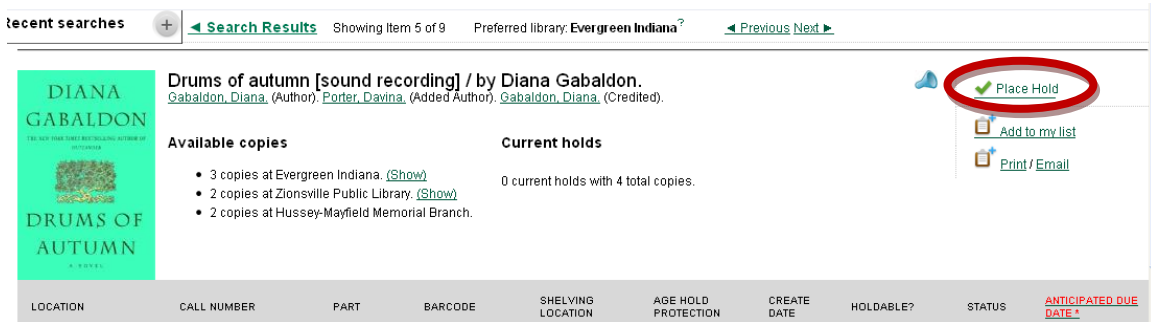
[Cancel](#)

Placing Holds on Monographic Parts

Holds on Monographic Parts are made like title holds, but when a record has monographic parts attached, you are given the option of selecting the part on which to place the hold.

The advantage to placing a Part Hold rather than a Volume hold for item types that circulate between libraries, is that if multiple libraries have applied the same parts to their items, any of the items with this part applied can fill the hold. For example the hold could be filled by Part 1 from Greenwood or Part 1 from Zionsville, whereas with a volume or copy hold, only the part from that library can fill the hold.

Open the record in OPAC view and click **Place Hold**.



When the Place Hold screen opens, if parts are attached, the parts drop-down list will appear. Enter the barcode, then select a part, and click **Submit** as usual.

Place Hold

Place hold for patron by barcode:

Place this hold for me (Cat One System Account)

Drums of autumn [sound recording] / by Diana Gabaldon.

Select a Part:

Pickup location:

Notify when hold is ready for pickup?

Yes, by Email
 Yes, by Phone

Phone Number:

NOTE: If you do not select a part, the first part listed will automatically be selected.

NOTE: Holds on monographic parts can also be placed by patrons from the OPAC.

For more information on Monographic Parts, see **Chapter 25 – Monographic Parts**.

Placing Copy and Volume Level Holds

Copy level holds are holds on a specific copy. Only the copy with that barcode will fill your hold. These are useful when you need to check cataloging information or condition of a particular copy.

Volume level holds are holds placed on a specific call number. Any item with that call number from that library can fill the hold. These are useful for particular magazine issues or when a work has multiple volumes and no monographic parts have been applied.

NOTE: Copy and Volume Level holds can only be placed from the Staff Client. Patrons cannot place copy and volume level holds. If you want patrons to be able to choose a particular volume when placing holds from the OPAC, monographic parts must be used. See **Chapter 25 – Monographic Parts**.

To place a copy or volume level hold, you need to be in OPAC view of the record you wish to place a hold on, as seen below. To go to OPAC view, click **Actions for this Record (Alt + R)**, select **OPAC view**.

TIP: If you want to place a hold on copies or volumes at your library, when you search the catalog, you may find it easier to limit the search to your library so that only your copies will be displayed, as seen below.

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: The book thief
Author: Zusak, Markus.
Bib Call #: PZ7.Z837Boo 2006

Edition: 1st American ed.
Pub Date: 2006

TCN: SY52534211
Database ID: 2534211
Record Owner:

Created By: admin
Last Edited By: ttplt-bdorsey
Last Edited On: 2012-03-05 11:15.

Record 3 of 7 [Start](#) [Previous](#) [Next](#) [End](#) [Search Results](#)

[Go Back](#) [Reload](#) [Go Forward](#) [Actions for this Record](#) [Debug](#) [Print P](#)

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Search the Catalog

All Formats [Book Thief](#) Title [in](#) Hussey-Mayfield Memorial Branch [Search](#) [Advanced Search](#)

Recent searches [+ Search Results](#) Showing item 3 of 7 Preferred library: Evergreen Indiana? [Previous](#) [Next](#)

The book thief / by Markus Zusak.
Zusak, Markus, (Author). Zusak, Markus, (Credited).

Electronic resources

<http://www.loc.gov/catdir/enhancements/fy0622/2005008942-d.html> - Publisher description

Available copies

- 82 copies at Evergreen Indiana. [Show](#)
- 0 copies at Zionsville Public Library.
- 0 copies at Hussey-Mayfield Memorial Branch.

Current holds

1 current hold with 96 total copies.

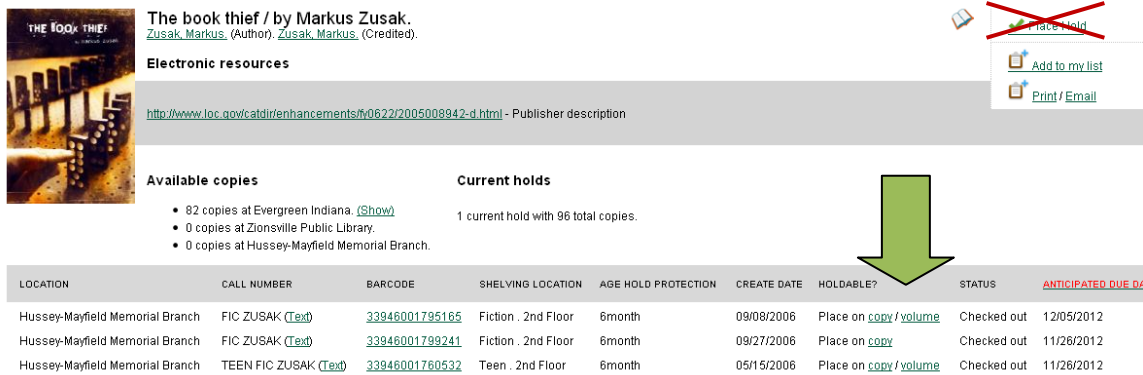
LOCATION	CALL NUMBER	BARCODE	SHELVING LOCATION	AGE HOLD PROTECTION	CREATE DATE	HOLDABLE?	STATUS	ANTICIPATED DUE DATE
Hussey-Mayfield Memorial Branch	FIC ZUSAK (Text)	33946001795165	Fiction . 2nd Floor	6month	09/08/2006	Place on copy / volume	Checked out	12/05/2012
Hussey-Mayfield Memorial Branch	FIC ZUSAK (Text)	33946001799241	Fiction . 2nd Floor	6month	09/27/2006	Place on copy	Checked out	11/26/2012
Hussey-Mayfield Memorial Branch	TEEN FIC ZUSAK (Text)	33946001780532	Teen . 2nd Floor	6month	05/15/2006	Place on copy / volume	Checked out	11/26/2012

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To place a hold on a particular volume or copy or volume, do not use the Place Hold link.

Instead, in the copy details you will use the links in the **Holdable?** column.



The book thief / by Markus Zusak.
Zusak, Markus. (Author), Zusak, Markus. (Credited).

Electronic resources
<http://www.loc.gov/catdir/enhancements/fv0622/2005008942-d.html> - Publisher description

Available copies

- 82 copies at Evergreen Indiana. [\(Show\)](#)
- 0 copies at Zionsville Public Library.
- 0 copies at Hussey-Mayfield Memorial Branch.

Current holds
1 current hold with 96 total copies.

LOCATION	CALL NUMBER	BARCODE	SHELVING LOCATION	AGE HOLD PROTECTION	CREATE DATE	HOLDABLE?	STATUS	ANTICIPATED DUE DA
Hussey-Mayfield Memorial Branch	FIC ZUSAK (Text)	33946001795165	Fiction . 2nd Floor	6month	09/08/2006	Place on copy / volume	Checked out	12/05/2012
Hussey-Mayfield Memorial Branch	FIC ZUSAK (Text)	33946001799241	Fiction . 2nd Floor	6month	09/27/2006	Place on copy	Checked out	11/26/2012
Hussey-Mayfield Memorial Branch	TEEN FIC ZUSAK (Text)	33946001760532	Teen . 2nd Floor	6month	05/15/2006	Place on copy / volume	Checked out	11/26/2012

To place a copy hold, click the desired **copy** link. Only the copy with that call number will fill your hold.

LOCATION	CALL NUMBER	BARCODE	SHELVING LOCATION	AGE HOLD PROTECTION	CREATE DATE	HOLDABLE?	STATUS	ANTICIPATED DUE DA
Hussey-Mayfield Memorial Branch	FIC ZUSAK (Text)	33946001795165	Fiction . 2nd Floor	6month	09/08/2006	Place on copy / volume	Checked out	12/05/2012
Hussey-Mayfield Memorial Branch	FIC ZUSAK (Text)	33946001799241	Fiction . 2nd Floor	6month	09/27/2006	Place on copy	Checked out	11/26/2012
Hussey-Mayfield Memorial Branch	TEEN FIC ZUSAK (Text)	33946001760532	Teen . 2nd Floor	6month	05/15/2006	Place on copy / volume	Checked out	11/26/2012

Proceed just as you would for a record level hold. See **Placing Holds** on page 21.2, if needed.

In Evergreen, separate call numbers are considered separate volumes. In the example, the library has two copies attached to one call number, and one copy attached to another call number. In the display, only the first copy with a given call number will have the volume link, but the hold can be filled by any of the copies with that call number.

To place a volume hold, click the desired **volume** link.

LOCATION	CALL NUMBER	BARCODE	SHELVING LOCATION	AGE HOLD PROTECTION	CREATE DATE	HOLDABLE?	STATUS	ANTICIPATED DUE DA
Hussey-Mayfield Memorial Branch	FIC ZUSAK (Text)	33946001795165	Fiction . 2nd Floor	6month	09/08/2006	Place on copy / volume	Checked out	12/05/2012
Hussey-Mayfield Memorial Branch	FIC ZUSAK (Text)	33946001799241	Fiction . 2nd Floor	6month	09/27/2006	Place on copy	Checked out	11/26/2012
Hussey-Mayfield Memorial Branch	TEEN FIC ZUSAK (Text)	33946001760532	Teen . 2nd Floor	6month	05/15/2006	Place on copy / volume	Checked out	11/26/2012

Proceed just as you would for a record level hold. See **Placing Holds** on page 21.2, if needed.

Transferring Holds

The transfer holds function allows you to easily move holds from one bibliographic record to another.

This might be necessary for several reasons. Examples include: if you have replaced a lost or damaged item with different edition which belongs on another record, if you have accidentally placed a hold on the wrong record, if items and holds have been migrated or merged to the wrong record, etc.

To transfer holds from one item to another, open the record you need to transfer the hold(s) from in one tab and the record you need to transfer the hold(s) to in another tab.

First, click on the tab to view the record where you want the holds to be. In this case we're transferring holds from a print edition to an audiobook record.

Click on **Actions for this Record (Alt +A)**. Select **Mark as Title Hold Destination**.

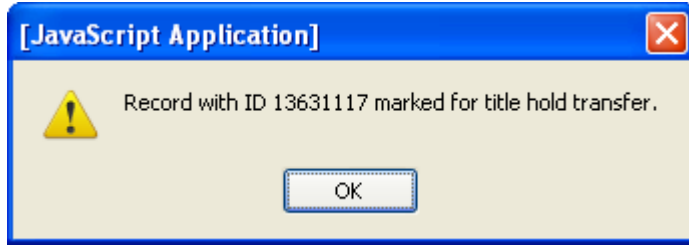
It does not matter what record view is displayed when you mark the title.

The screenshot shows a web browser window with several tabs. The active tab is 'Bib Record: rcb00000446'. The main content area displays a 'Record Summary' for 'The book thief' by Markus Zusak. Below the summary are navigation buttons and an 'Options' section with checkboxes for 'Stack subfields', 'Flat-Text Editor', and 'Fast Item Add'. The 'MARC Record' section shows a table of fixed fields and a table of variable fields (LDR, 001, 003, 005, 007, 008). On the right side, an 'Actions for this Record' menu is open, listing various actions. The 'Mark as Title Hold Transfer Destination' option is highlighted in blue.

Type	i	ELvl	K	Src	d	Audn	d	Ctrl	Lang	eng
BLvl	m	Form						MRec	Ctry	nyu
Desc	a					DtSt	s	Date1	2006	Date2
TrAr	n	Part	n	LTxt		FMus	n	AccM		Comp

LDR	01883cim a2200493Ka 4500
001	13631117
003	EG-IN
005	20120313145544.0
007	sd fungnmmned
008	061031s2006 nyu nnd n eng d

A dialog box will open telling you the record is marked for title hold transfer:



Next, click on the tab to view the record where the hold you want to transfer is. It's best to be in holds view for this step, so you can select the holds you wish to transfer.

Click on the hold you wish to transfer to highlight it. You can also select certain holds by pressing the Shift key and clicking and dragging to select a group of holds, or pressing the control key as you click each individual hold you wish to select.

1 239.50 | 2 Record Buckets | 3 Item Status | 4 Bib Record: SY52534211 | 5 Bib Record: rcb00000446 +

Record Summary (Add Volumes) (View MARC)

Title: The book thief Edition: 1st American ed. TCN: SY52534211 Created By: admin
Author: Zusak, Markus. Pub Date: 2006 Database ID: 2534211 Last Edited By: ttpk-bdorsey
Bib Call #: PZ7.Z837Boo 2006 Record Owner:

Record 3 of 7 Start Previous Next End Search Results Actions for this Record

Holds

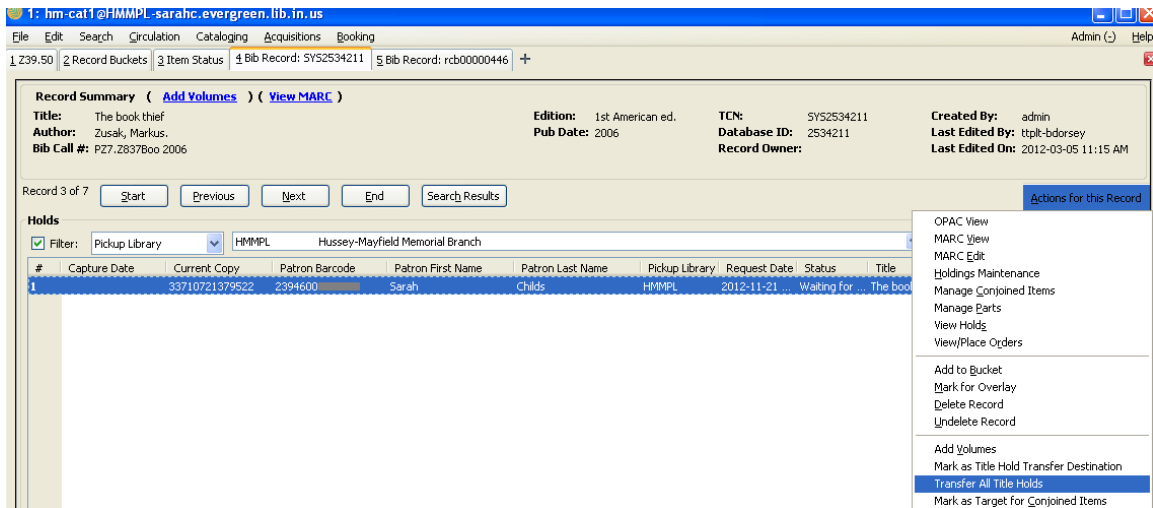
Filter: Pickup Library | HMMPL Hussey-Mayfield Memorial Branch Detail View Actions for Selected Holds

#	Capture Date	Current Copy	Patron Barcode	Patron First Name	Patron Last Name	Pickup Library	Request Date	Status	Title	Actions for Selected Holds
1		70743000091581	2394600	Sarah		HMMPL	2012-11-21	Waiting for	The book thief	Copy to Clipboard Show in Catalog Show Item Details Show Last Few Circulations
2		No Copy	2318700	ANDREA		FCPLA	2011-08-22	Suspended	The book thief	Retrieve Patron Set Desired Copy Quality Edit Pickup Library Edit Phone Number Edit Mobile/Text Carrier Edit Mobile/Text Number Set Email Notification Edit Expiration Date Edit Shelf Expire Time Edit Activation Date Edit Request Date Activate Hold Suspend Hold Set Top of Queue Transfer to Marked Title

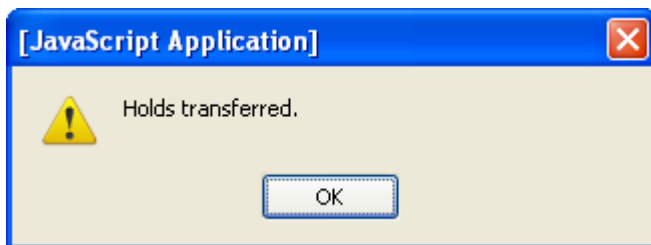
Once the holds you wish to transfer are highlighted, click **Actions for Selected Holds (Alt + S)** or right-click and select **Transfer to Marked Title**.

Or, you can also transfer all title holds for that record by clicking on **Actions for this Record (Alt + A)**, and choosing **Transfer All Title Holds**.

NOTE: This will transfer ALL title holds on this record, not just those for your library.



With either method, a dialog box that says “Holds transferred” will open.



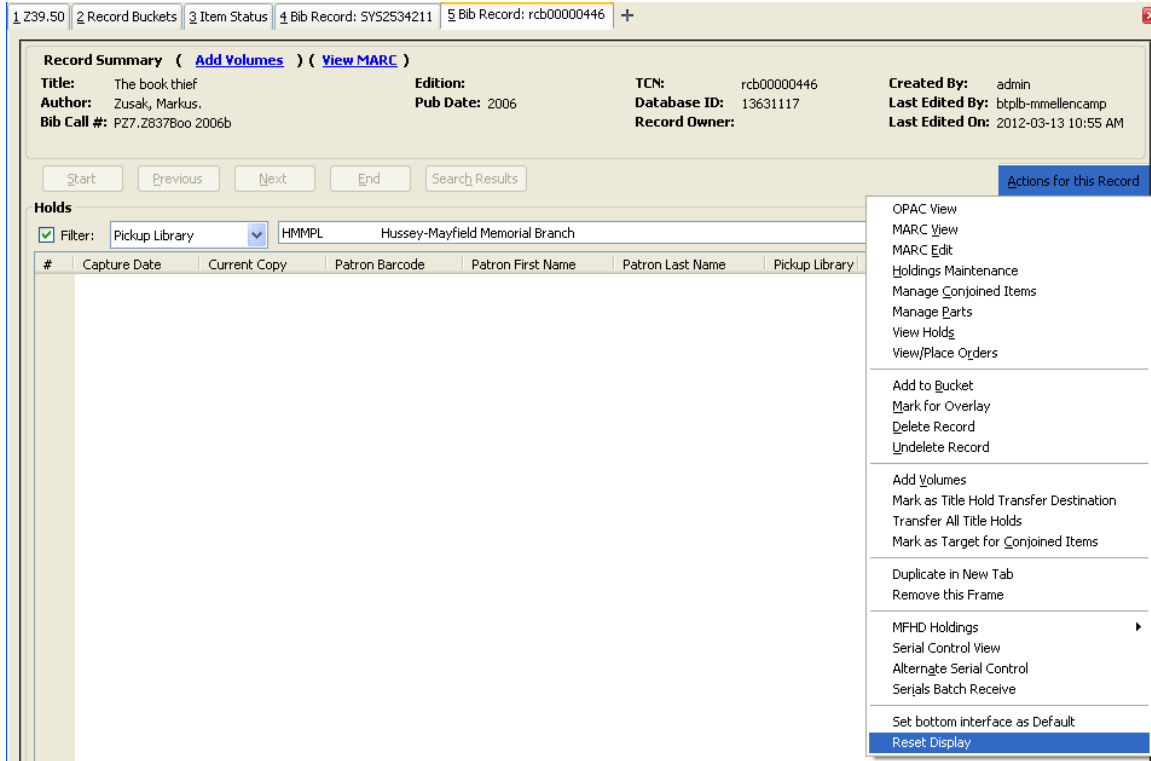
Click **OK** or press Enter.

The holds will be transferred. The display will refresh and the holds you transferred will no longer be displayed for that record.

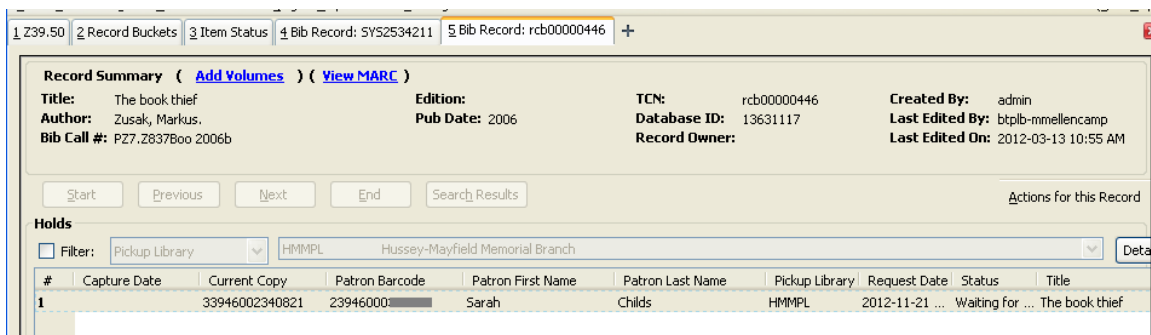
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To view the holds on the record where they have been transferred, click on the tab with the record that was the title hold destination. Likely the holds will not yet be displayed. To refresh the screen, click on **Actions for this Record (Alt + R)** and select **Reset Display**.

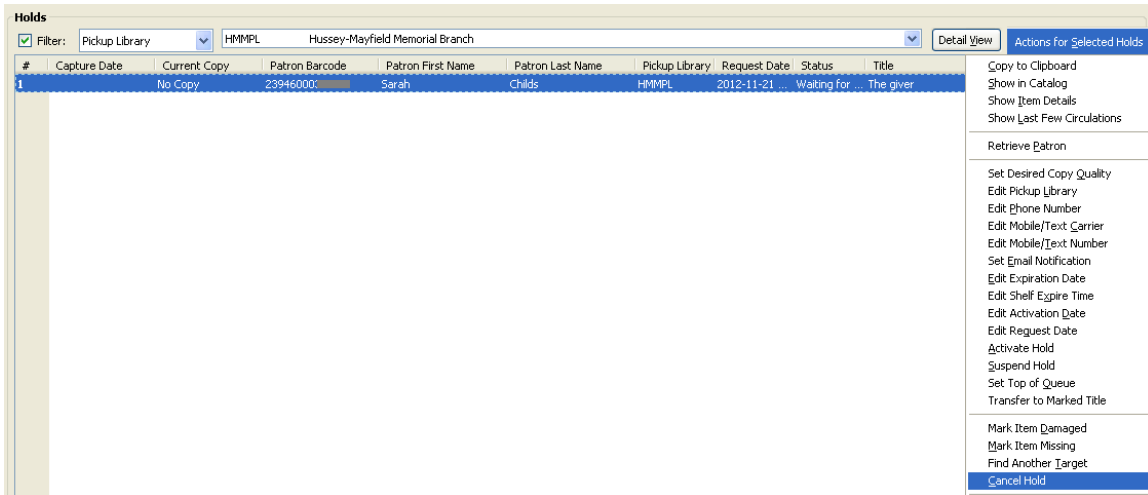


This will reload the record in your default record view. To return to View Holds, click on **Actions for this Record (Alt + R)**, and select **View Holds (Alt + S)**. The holds you transferred will now be displayed:



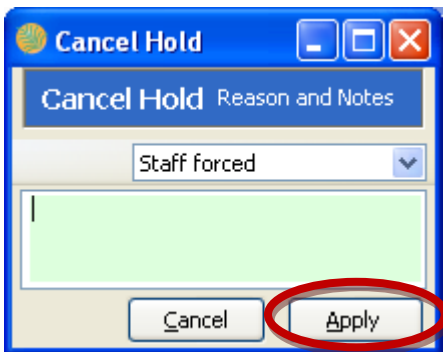
Canceling Holds

To cancel a hold, view the holds for the desired bibliographic record. See **Viewing Holds** on page 21.1, if needed. Highlight the hold you need to cancel. Click **Actions for Selected Holds (Alt + S)**. Select **Cancel Hold (Alt + C)**.



A dialog box will open where you can enter the reason for canceling the hold, if desired. The default is Staff forced. You can use the drop down box to select another reason and enter notes into the dialog box:

To cancel the hold, click **Apply (Alt +A)**.



NOTE: Clicking *Cancel* does not cancel the hold.

The Hold will be canceled and the screen will refresh. The hold will no longer be displayed:

The screenshot displays a 'Record Summary' for a book. The title is 'The giver' by Lois Lowry. The record includes fields for Edition (2012), TCN (17468319), Database ID (19783768), and Record Owner. It also shows creation and editing dates. Below the summary is a 'Holds' section with a table. The table has columns for #, Capture Date, Current Copy, Patron Barcode, Patron First Name, Patron Last Name, Pickup Library, Request Date, Status, Title, Holdable Part, and Type. The 'Filter' is set to 'Pickup Library' and 'HMMPL' (Hussey-Mayfield Memorial Branch). The table is currently empty.

NOTE: If there are many holds on the record, this may not be very noticeable.

Retargeting Holds

Retargeting holds causes the system to check for another available copy to fill a hold.

The system checks at particular intervals to see if there are copies available to fill a hold. It does not check automatically when new copies are added or when some types of item status changes occur, for instance when an item is changed from On Order to In Process or when items marked as Damaged or Missing or set to other non-circulating statuses are once again made available for circulation. This means even if there are holds on the record, these items will go to reshelving, and the items can be checked out if found by patrons before the next system check for available copies.

You can prevent this by retargeting holds when items are added or status changes are made.

Another time to retarget a hold would be when an item to be pulled for a hold turns out to be damaged or missing. You can retarget the hold so the system will look for another copy to fill the hold.

To retarget holds, first open the record in Holds View. See **Viewing Holds**, on page 21.1, if needed.

Then, highlight the holds you wish to retarget. If you are retargeting so the system will find holds for a newly available copy, highlight the holds which have a status of Waiting for Copy. If there are a lot of holds, it may be helpful to click on the head of the status column to sort the holds by Status.

Under **Actions for Selected Holds (Alt + S)** select **Find Another Target (Alt + T)**

Record Summary (Add Volumes) (View MARC)

Title: Notorious nineteen Edition: 1st ed. TCN: sky248996657 Created By: pbplcc-whitton
 Author: Evanovich, Janet. Pub Date: 2012 Database ID: 19901823 Last Edited By: plpip-cat3
 Bib Call #: PS3555.V2126N68 2012 Record Owner: Last Edited On: 2012-11-20 8:3 PM

Record 4 of 12 Start Previous Next End Search Results Actions for this Record

Holds

Filter: Pickup Library: HMMPL Hussey-Mayfield Memorial Branch Detail View Actions for Selected Holds

#	Capture Date	Current Copy	Patron Barcode	Patron First Name	Patron Last Name	Pickup Library	Request Date	Status	Title
1		No Copy	23946000319506	THERESA	HUNT	HMMPL	2012-11-20 ...	Waiting for ...	Notorious nineteen
2		No Copy	23946000471471	JULIA	CULLISON	HMMPL	2012-11-17 ...	Waiting for ...	Notorious nineteen
3		No Copy	23946000316726	KRISTINE	BAKER	HMMPL	2012-11-17 ...	Waiting for ...	Notorious nineteen
4		No Copy	23946000323383	Sheryl	White	HMMPL	2012-11-17 ...	Waiting for ...	Notorious nineteen
5		No Copy	23946000402096	ROBERTA	MILLER	HMMPL	2012-11-17 ...	Waiting for ...	Notorious nineteen
6	2012-11-20 7:3 PM	33946002698665	23946000469459	LAJRA	FINKE	HMMPL	2012-11-16 ...	Ready for p...	Notorious nineteen
7	2012-11-20 7:1 PM	33946002698657	23946000334174	Patricia	Cramer	HMMPL	2012-11-04 ...	Ready for p...	Notorious nineteen

- Copy to Clipboard
- Show in Catalog
- Show Item Details
- Show Last Few Circulations
- Retrieve Patron
- Set Desired Copy Quality
- Edit Pickup Library
- Edit Phone Number
- Edit Mobile/Text Carrier
- Edit Mobile/Text Number
- Set Email Notification
- Edit Expiration Date
- Edit Shelf Expire Time
- Edit Activation Date
- Edit Request Date
- Activate Hold
- Suspend Hold
- Set Top of Queue
- Transfer to Marked Title
- Mark Item Damaged
- Mark Item Missing
- Find Another Target**
- Cancel Hold

A window will open asking if you are sure you would like to reset the holds for these items:

Resetting Holds

Are you sure you would like to reset holds 1687388, 1684559, 1684474, 1684453, 1683628?

Options

Yes No Copy Message

Click **Yes (Alt + Y)**. Nothing may appear to happen, or if you are retargeting a lot of holds at once, your screen may go blank or seem to freeze for a moment while the holds are retargeted. When the screen refreshes, the holds will be retargeted the system will now recognize the new items and items with a new status as available for holds