Retargeting Holds

Occasionally, a hold may be captured or placed on the holds pull list inadvertently because item is damaged, lost, etc. or perhaps is newer than 6 months and can not transit. In these instances, holds can be retargeted to another Evergreen library.

Begin by retrieving the patron, either by barcode or by a name search.
After retrieving the patron account, click the “Holds” tab. This will display all holds currently placed by this particular patron. In the case below, we see the item is “In-Transit”.

![Image of library system interface showing holds information]
To retarget this hold, highlight the item and click “Actions for Selected Holds” > Find Another Target.
You will be asked to confirm this action.

Resetting Holds

Are you sure you would like to reset hold 685?
After confirming, the “Status” will revert to “Waiting for copy” and will now appear on the next available library’s “Hold Pull List”