



MANAGING HOLDS THROUGH THE PATRON ACCOUNT

Bobby Brown wants to place a hold. He comes to the Circulation Desk for help.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/0 \$ 0.00

Last updated on 2014-03-28

Holds: 0
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

Holds

Place Hold Show Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
---	--------------	--------------	--------------	------------------	---------	----------------	--------------	--------	-------	------

List Actions Print



Search for the item he wants.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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1 Patron: BROWN, BOBBY B +

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Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/0 \$ 0.00

Go Back Reload Go Forward Debug Print Page

Search the Catalog Basic Search Browse the Catalog

Advanced Search Numeric Search Expert Search

Search Input

Keyword Contains [] X

And Title Contains [] X

And Author Contains [] X

Add Search Row

Search Clear Form

Search Filters

Item Format

- All Formats
- Audio Books
- Books
- E-Books

Audience

- Adult
- Elementary
- General
- Juvenile

Literary Form

- Comic strips
- Dramas
- Essays
- Fiction

Shelving Location

- AV
- BOARDBOOKS
- BOOK_CLUB
- BUSINESS

Last updated on 2014-03-28

Holds: 0

Available: 0

Bills: \$ 0.00

Check Outs: 0

Overdue: 0

Long Overdue: 0

Claimed Returned: 0

Lost: 0

Non Cataloged: 0

ID and Contact Information

Library Card: [27323020289471](#)

ID 1: Drivers License
xxx4312

ID 2:

Holds Alias:

Date of Birth: 1967-04-13

Day Phone: [317-831-7333](#)

Evening Phone:

Other Phone:

OPAC Login: 27323020289471

Email: bbrown@aol.com

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Mailina Address

Submit the hold.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/0 \$ 0.00

Last updated on 2014-03-28

Go Back Reload Go Forward Debug Print Page

Place Hold

Place hold for patron by barcode: 27323020289471 BROWN, BOBBY B
 Place this hold for me (Mooresville PL CircOne)

Rose Madder / Stephen King.

Pickup location: Mooresville Public Library - Mooresville

Notify when hold is ready for pickup?

Yes, by Email
Email Address: bbrown@aol.com

Yes, by Phone
Phone Number: 317-831-7333

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**

Hold Statistics:
Holds: 0
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

ID and Contact Information
Library Card: 27323020289471
ID 1: Drivers License xxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
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Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library: Mooresville Public Library (Mooresvil)

Mailina Address

Hold was successfully placed!

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other ▾

0 0/1 \$ 0.00

Go Back Reload Go Forward Debug Print Page

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search: Type: Keyword ▾ Library: Mooresville Public Library - Mooresville

Place Hold

Rose Madder / Stephen King.
Hold was successfully placed

[Continue](#)

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Last updated on 2014-03-28

Holds: 1
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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Bobby now has three books on hold.

What are 'Actions for Selected Holds?'

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Mess Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

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ID 2:
Holds Alias:
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Holds
Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

List Actions Print



Bobby remembers he has a new phone number. Edit the phone number.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
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Holds Alias:
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Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

List Actions Print

- Copy to Clipboard
- Show in Catalog
- Show Holds on Bib
- 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



Add the new number to change notification for this hold only.

Choose a Hold Notification Phone Number

Please enter a new phone number for hold notification (leave the field empty to disable phone notification):

317-831-7323

Done Cancel

Admin (L) Help

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3

Available: 0

Bills: \$ 0.00

Check Outs: 0

Overdue: 0

Long Overdue: 0

Claimed Returned: 0

Lost: 0

Non Cataloged: 0

▼ ID and Contact Information

Library Card: [27323020289471](#)

ID 1: Drivers License
xxxx4312

ID 2:

Holds Alias:

Date of Birth: 1967-04-13

Day Phone: [317-831-7333](#)

Evening Phone:

Other Phone:

OPAC Login: 27323020289471

Email: bbrown@aol.com

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Holds

Place Hold Show Cancelled Holds

Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

List Actions Print



Bobby needs this book for a report. If it is not available in 3 weeks, he doesn't want it.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other -

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
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Email: bbrown@aol.com
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▼ Mailina Address

Holds

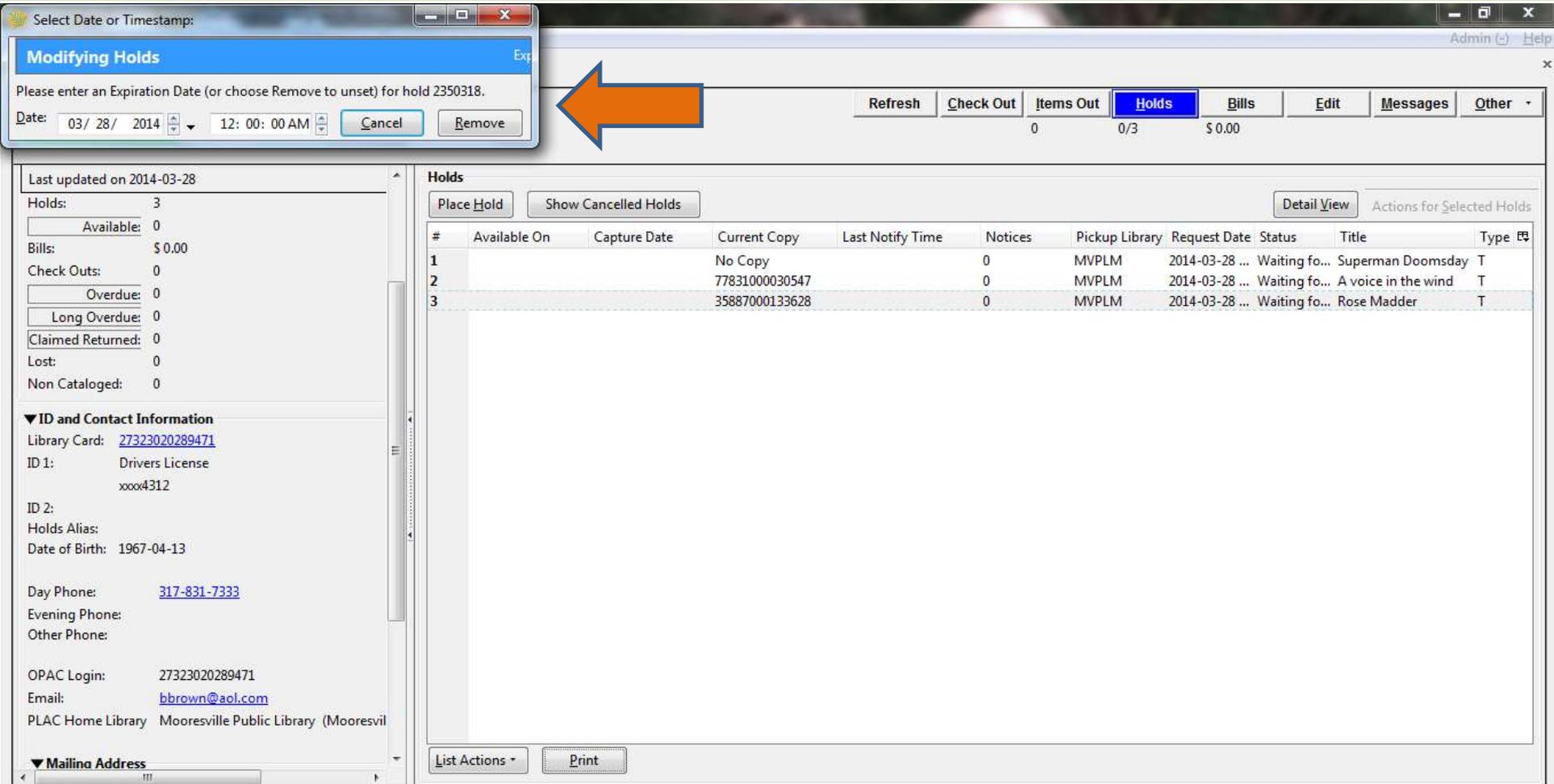
Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Copy to Clipboard
Show in Catalog
Show Holds on Bib
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



The expiration date is preset to 9 months. Enter the new date for the hold to be cancelled.



Select Date or Timestamp:

Modifying Holds

Please enter an Expiration Date (or choose Remove to unset) for hold 2350318.

Date: 03/ 28/ 2014 12: 00: 00 AM

Buttons: Cancel Remove

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3

Available: 0

Bills: \$ 0.00

Check Outs: 0

Overdue: 0

Long Overdue: 0

Claimed Returned: 0

Lost: 0

Non Cataloged: 0

ID and Contact Information

Library Card: [27323020289471](#)

ID 1: Drivers License
xxx4312

ID 2:

Holds Alias:

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Email: bbrown@aol.com

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Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

List Actions Print

Mailina Address



Now the book is here, but Bobby is on vacation. Reset the shelf expire date.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
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ID 1: Drivers License
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ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
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▼ Mailina Address

Holds

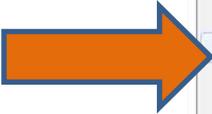
Place Hold Show Cancelled Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Detail View Actions for Selected Holds

- Copy to Clipboard
- Show in Catalog
- Show Holds on Bib
- 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

List Actions Print



The standard shelf expire date is 7 days. Set the date for 2 days after Bobby gets home.

The screenshot shows a library management system interface. A dialog box titled "Modifying Holds" is open, prompting the user to enter a shelf expiration date for hold 2350318. The date is set to 03/28/2014 at 9:12:04 AM. An orange arrow points from the dialog box to the "Holds" table in the background.

Modifying Holds Shelf Expire Time
Please enter a Shelf Expiration Date for hold 2350318.
Date: 03/28/2014 9:12:04 AM [Cancel] [Apply]

Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

Library Information:
Last updated on 2014-03-28
Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

ID and Contact Information:
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
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Mailina Address

The book has not been trapped when Bobby goes to Europe for 3 months. Edit the Activation Date.

1: mvpl-circ1@MVPLM-MPLCircCoord1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
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▼ Mailing Address

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

List Actions Print

- Copy to Clipboard
- Show in Catalog
- Show Holds on Bib
- 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



Enter a date near the time Bobby returns from Europe.

Select Date or Timestamp: Admin (C) Help

Modifying Holds

Activation Date

Please enter an Activation Date (or choose Remove to unset) for hold 2350318. This will also Suspend the hold.

Date: 03/28/2014 12:00:00 AM Cancel Remove Apply

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$0.00

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

List Actions Print

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
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Email: bbrown@aol.com
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▼ Mailina Address

You have been on vacation. When you return, you find an email from Bobby requesting a hold. The email is 6 days old.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

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Refresh Check Out Items Out **Holds** Bills Edit Messages Other -

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
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Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
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Non Cataloged: 0

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Email: bbrown@aol.com
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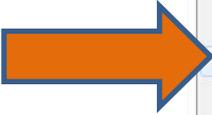
▼ Mailina Address

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

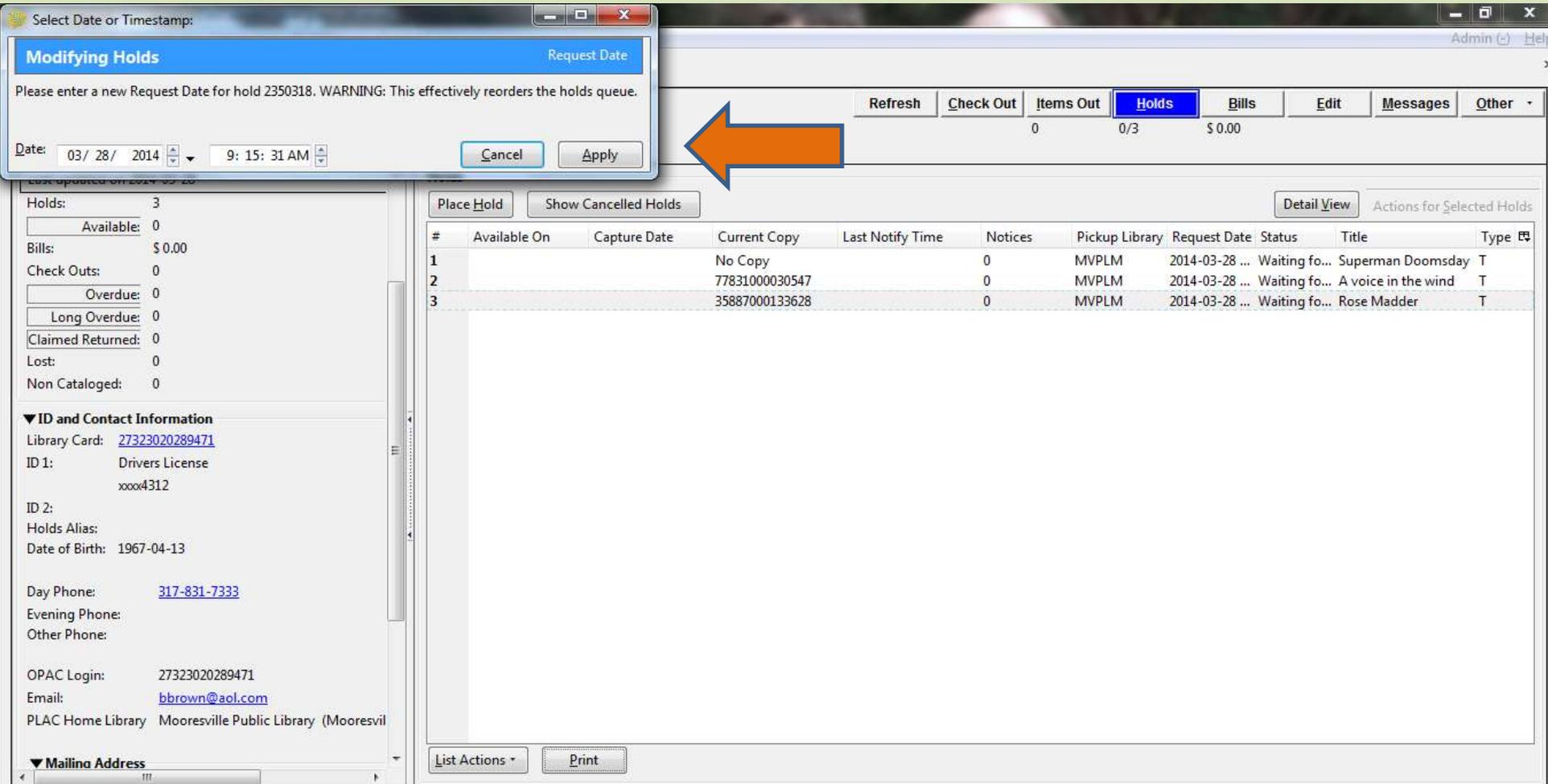
#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Copy to Clipboard
Show in Catalog
Show Holds on Bib
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



You place the hold today, but may edit the request date to match the day the item was requested.

THIS WILL REORDER THE QUEUE!



The screenshot shows a library system interface. A dialog box titled "Modifying Holds" is open, prompting the user to enter a new request date for hold 2350318. The dialog includes a date field set to 03/28/2014 and a time field set to 9:15:31 AM. A warning message states: "Please enter a new Request Date for hold 2350318. WARNING: This effectively reorders the holds queue." The dialog has "Cancel" and "Apply" buttons. An orange arrow points from the dialog towards the main interface.

The main interface shows a navigation bar with buttons: Refresh, Check Out, Items Out (0), Holds (0/3), Bills (\$0.00), Edit, Messages, and Other. Below the navigation bar is a table of holds:

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

On the left side of the interface, there is a sidebar with various statistics and contact information:

- Holds: 3
- Available: 0
- Bills: \$0.00
- Check Outs: 0
- Overdue: 0
- Long Overdue: 0
- Claimed Returned: 0
- Lost: 0
- Non Cataloged: 0

ID and Contact Information

- Library Card: [27323020289471](#)
- ID 1: Drivers License
xxxx4312
- ID 2:
- Holds Alias:
- Date of Birth: 1967-04-13
- Day Phone: [317-831-7333](#)
- Evening Phone:
- Other Phone:
- OPAC Login: 27323020289471
- Email: bbrown@aol.com
- PLAC Home Library: Mooresville Public Library (Mooresvil

Mailina Address

Bobby can only afford one month in Europe. He is home now.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/3 \$ 0.00

Last updated on 2014-03-28

Holds: 3
Available: 0
Bills: \$ 0.00
Check Outs: 0
Overdue: 0
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cataloged: 0

▼ ID and Contact Information
Library Card: [27323020289471](#)
ID 1: Drivers License
xxxx4312
ID 2:
Holds Alias:
Date of Birth: 1967-04-13
Day Phone: [317-831-7333](#)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailina Address

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status
1			No Copy		0	MVPLM	2014-03-28 ...	Waiting fo
2			77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo
3			35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo

Copy to Clipboard
Show in Catalog
Show Holds on Bib
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

List Actions Print



Activate the hold so Bobby will reappear on the hold list for this item.

The screenshot shows a library system interface. A dialog box titled "Modifying Holds" is open, asking "Are you sure you would like to activate hold 2350320?". An orange arrow points to the "Yes" button. The dialog box also has "Options" (Yes, No) and "Copy Message" buttons.

The background interface shows a "Holds" tab selected in a menu. Below the menu, there are statistics: Refresh, Check Out (0), Items Out (0/3), Bills (\$ 0.00), Edit, Messages, and Other. A "Detail View" button and "Actions for Selected Holds" are also visible.

Available On	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
	No Copy		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
	77831000030547		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
	35887000133628		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Madder	T

On the left side of the interface, there is a sidebar with various fields:

- Bills: \$ 0.00
- Check Outs: 0
- Overdue: 0
- Long Overdue: 0
- Claimed Returned: 0
- Lost: 0
- Non Cataloged: 0
- ▼ ID and Contact Information
 - Library Card: [27323020289471](#)
 - ID 1: Drivers License
xxxx4312
 - ID 2:
 - Holds Alias:
 - Date of Birth: 1967-04-13
 - Day Phone: [317-831-7333](#)
 - Evening Phone:
 - Other Phone:
 - OPAC Login: 27323020289471
 - Email: bbrown@aol.com
 - PLAC Home Library: Mooresville Public Library (Mooresvil
- ▼ Mailina Address

Bobby's mother is ill. He will be out of state for 3 weeks. Suspend the hold.

1: mvpl-circ1@MVPLM-MPLCircCoordin1.evergreen.lib.in.us

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

1 Patron: BROWN, BOBBY B +

BROWN, BOBBY B

Refresh Check Out Items Out **Holds** Bills Edit Messages Other -

0 0/3 \$ 0.00

Last updated on 2014-03-28

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Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

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List Actions - Print

- Copy to Clipboard
- Show in Catalog
- Show Holds on Bib
- 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

