

Suspend the hold until Bobby calls to say he is home again.

The screenshot shows a library system interface. A modal dialog box titled "Modifying Holds" is open, asking "Are you sure you would like to suspend hold 2350320?". The dialog has "Yes" and "No" buttons, and a "Copy Message" button. An orange arrow points to the "Yes" button. In the background, the "Holds" tab is selected in a navigation menu. Below the menu, there are statistics: "Items Out" 0, "0/3", and "\$ 0.00". A table lists holds with columns: Available On, Capture Date, Current Copy, Last Notify Time, Notices, Pickup Library, Request Date, Status, Title, and Type. The table contains three rows of hold data.

Modifying Holds
Are you sure you would like to suspend hold 2350320?

Options

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

0 0/3 \$ 0.00

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

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
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

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

▼ 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

Set Top Of Queue.
This will move
Bobby to the top of
the list for an item.
Not a good plan.

- 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

I can only see using this when an item is damaged and needs to be removed from circulation. Be sure the hold is set to 'Copy', not 'Title.'

Set Top of Queue (Force to Front) for Holds

Move to the front of the holds queue above other holds that are not likewise flagged Top of Queue?

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

▼ Mailing Address

Holds

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



Bobby has placed his own hold this time, but on the wrong item. This hold is for the book but he really wants the DVD. Transfer to Marked Title.

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

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

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

BROWN, BOBBY B

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

0 0/1 \$ 0.00

▼ Status

Resident
MVPLM
Internet Filtered
Account created on 2014-03-11
Expires on 2016-03-11
Last Activity <Unset>
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

▼ 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:

Holds


Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Availa...	Capture...	Current Copy	Last Notify Ti...	Notices	Pickup Li...	Request Date	Status	Title
1			No Copy		0	MVPLM	2014-03-28 1:38 PM	Waiting for copy	Harry Potter and the c

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

Record with ID 19881877 marked for title hold transfer.



Find the correct item in the catalog.

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

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

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

Record Summary (Add Volumes) (View MARC)

Title: Harry Potter and the deathly hallows Part 1
Author: Radcliffe, Daniel
Bib Call #: PN1997.2.H37 2011

Edition: Pub Date: 2011
TCN: 700296838
Database ID: 19881877
Record Owner:

Created By: admin
Last Edited By: admin
Last Edited On: 2012-10-12 9:49 PM

Start Previous Next End Search Results

Go Back Reload Go Forward


Actions for this Record
Debug Print Page


Series Title

Thorndike Press large print The literacy bridge (1)


Geographic Subject

England (4)

5.  **Harry Potter and the deathly hallows**
Rowling, J. K.
2007.
Call number: J FIC ROW
10 of 14 copies available at Evergreen Indiana.
0 of 1 copy available at Mooresville Public Library.
0 of 1 copy available at Mooresville Public Library - Mooresville.
[Place Hold](#) [Add to my list](#)

6.  **Harry Potter and the deathly hallows. Part 1**
c2011.
Call number: J DVD FIC HAR
98 of 136 copies available at Evergreen Indiana.
0 of 1 copy available at Mooresville Public Library.
0 of 1 copy available at Mooresville Public Library - Mooresville.
[Place Hold](#) [Add to my list](#)

7. **Harry Potter and the Deathly Hallows. Part 2**
c2011.
Call number: J DVD FIC HAR
2 of 3 copies available at Evergreen Indiana.
0 of 1 copy available at Mooresville Public Library.
0 of 1 copy available at Mooresville Public Library - Mooresville.
[Place Hold](#) [Add to my list](#)



Mark as Title Hold Transfer Destination.

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

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-)

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

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

Title: Harry Potter and the deathly hallows Part 1 **Edition:** **TCN:** 700296838
Author: Radcliffe, Daniel **Pub Date:** 2011 **Database ID:** 19881877
Bib Call #: PN1997.2.H37 2011 **Record Owner:** **Created By:** admin
Last Edited By: admin
Last Edited On: 2012-10-12 9:49 PM

Record 6 of 7 [Start](#) [Previous](#) [Next](#) [End](#) [Search Results](#)

[Go Back](#) [Reload](#) [Go Forward](#)

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

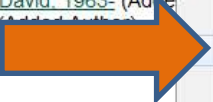
Search: **Type:** Keyword **Format:** All Formats **Library:** Mooresville Public Library - Mooresville

[Refine My Original Search](#)

Recent searches [Search Results](#) Showing Item 6 of 7 [Previous](#) [Next](#)

Harry Potter and the deathly hallows. Part 1 [videorecording] / Warner Bros. Pictures presents a
[Radcliffe, Daniel, 1989-](#) (Added Author). [Grint, Rupert, 1988-](#) (Added Author). [Watson, Emma, 1990-](#) (Added Author). [Bonham Carter, Helena, 1966-](#) (Added Author). [Da](#)
[Fiennes, Ralph](#) (Added Author). [Gambon, Michael](#) (Added Author). [Gleeson, Brendan](#) (Added Author). [Griffiths, Richard, 1947-](#) (Added Author). [Hurt, John, 1940-](#) (Add
(Added Author). [Rickman, Alan](#) (Added Author). [Shaw, Fiona, 1958-](#) (Added Author). [Spall, Timothy, 1957-](#) (Added Author). [Staunton, Imelda, 1953-](#) (Added Author). [Th](#)
[Walters, Julie, 1950-](#) (Added Author). [Klives, Steven](#) (Added Author). [Heyman, David, 1961-](#) (Added Author). [Barron, David](#) (Added Author). [Yates, David, 1963-](#) (Ad
[and the Deathly Hallows](#) (Added Author). [Warner Home Video \(Firm\)](#) (Added Author). [Warner Bros. Pictures \(1969- \)](#) (Added Author). [Heyday Films](#) (Added Author)

[Director of photography, Eduardo Serra](#) ; [edited by Mark Day](#) ; [music by Alexandre Desplat](#) ; [screenplay by Steve Kloves](#) ; [produced by David Heyman](#)
(Cast).



Available copies


- 98 copies at Evergreen Indiana. [\(Show\)](#)
- 0 copies at Mooresville Public Library.

Current holds

1 current hold with 136 total copies.

Actions for this Record

- OPAC View
- MARC View
- MARC Edit
- Holdings Maintenance
- Manage Conjoined Items
- Manage Parts
- View Holdings
- View/Place Orders
- Add to Bucket
- Mark for Overlay
- Delete Record
- Undelete Record
- Add Volumes
- Mark as Title Hold Transfer Destination**
- Transfer All Title Holds
- Mark as Target for Conjoined Items
- Duplicate in New Tab
- Remove this Frame
- MFHD Holdings
- Serial Control View
- Alternate Serial Control
- Serials Batch Receive
- Set bottom interface as Default



Open Bobby's account Holds screen.

Choose the incorrect hold, then

Transfer to Marked Title.

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

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

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

BROWN, BOBBY B

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

0 0/1 \$ 0.00

Status

Resident
MVPLM
Internet Filtered
Account created on 2014-03-11
Expires on 2016-03-11
Last Activity <Unset>
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

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:

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Availa...	Capture...	Current Copy	Last Notify Ti...	Notices	Pickup Li...	Request Date	Status	Title
1			78731000426931		0	MVPLM	2014-03-28 1:38 PM	Waiting for capture	Harry Potter and the c

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
Save Columns

List Actions Print

Record with ID 19881877 marked for title hold transfer.

Note the message on the bottom of the screen. This is the item you marked to replace the incorrect hold.

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

File Edit Search Circulation Cataloging Acquisitions Booking Admin (-)

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

BROWN, BOBBY B Refresh Check Out Items Out **Holds** Bills Edit Messages Other

0 0/1 \$ 0.00

Status

Resident
MVPLM
Internet Filtered
Account created on 2014-03-11
Expires on 2016-03-11
Last Activity <Unset>
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

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:

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Availa...	Capture...	Current Copy	Last Notify Ti...	Notices	Pickup Li...	Request Date	Status	Title	Type
1			78731000426931		0	MVPLM	2014-03-28 1:38 PM	Waiting for capture	Harry Potter and the deathly hallows	T

List Actions Print

Record with ID 19881877 marked for title hold transfer.

45 1:45 PM 3/28/2014

Bobby is now waiting for the DVD instead of the book.

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

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

1 Patron: BROWN, BOBBY B 2 Bib Record: 700296838 +

BROWN, BOBBY B

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

0 0/1 \$ 0.00

▼ Status

Resident
MVPLM
Internet Filtered
Account created on 2014-03-11
Expires on 2016-03-11
Last Activity <Unset>
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

▼ 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:

Holds

Place Hold Show Cancelled Holds Detail View Actions for Selected Holds

#	Availa...	Capture...	Current Copy	Last Notify Ti...	Notices	Pickup Li...	Request Date	Status	Title	Type
1			No Copy		0	MVPLM	2014-03-28 1:38 PM	Waiting for copy	Harry Potter and the deathly hallows Part 1	T

[JavaScript Application] Holds transferred. OK

List Actions Print

Record with ID 19881877 marked for title hold transfer.



Mark Item Damaged. The item was found on the shelf but is too damaged to circulate.

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



Changing the status will retarget the hold to another copy.

The screenshot displays a library system interface. A 'Mark Damaged' dialog box is open in the foreground, asking to change the status of items with barcode 35887000133628 to 'Damaged'. The dialog includes 'OK', 'Cancel', and 'Copy Message' buttons. An orange arrow points from the 'OK' button to the 'Hold' column of a table in the background. The table lists holds for three items, with the third item (barcode 35887000133628) highlighted. The interface also shows a navigation menu with 'Refresh', 'Check Out', 'Items Out', 'Holds', 'Bills', 'Edit', 'Messages', and 'Other' buttons. The 'Holds' button is currently selected. The table has columns for '#', 'Available On', 'Capture Date', 'Current Copy', 'Last Notify Time', 'Notices', 'Pickup Library', 'Request Date', 'Status', 'Title', and 'Type'. The third row is highlighted, showing a hold for 'Rose Maddar' with status 'Waiting for...'. The left sidebar contains various statistics and contact information for a user.

Mark Damaged
Change the status for these items to Damaged? Barcodes: 35887000133628

Options
OK Cancel Copy Message

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

▼ 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
PLAC Home Library Mooresville Public Library (Mooresvil

▼ Mailing Address

List Actions Print

Mark Missing. Changing the status will retarget the hold.

The screenshot displays a library system interface. A modal dialog box titled "Mark Missing" is open, asking to change the status of items with barcode 35887000133628 to "Missing". An orange arrow points to the "Mark Missing" title bar of the dialog. The background shows a user profile page with various statistics and a table of holds.

Mark Missing Dialog:

Mark Missing
'Change the status for these items to Missing? Barcodes: 35887000133628'

Options:

User Profile Statistics:

- 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
- PLAC Home Library: Mooresville Public Library (Mooresvil

Hold Table:

	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title	Type
1		0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Doomsday	T
2		0	MVPLM	2014-03-28 ...	Waiting fo...	A voice in the wind	T
3		0	MVPLM	2014-03-28 ...	Waiting fo...	Rose Maddar	T

Buttons:



Find another target. My copy can't be found after searching a couple of days.

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

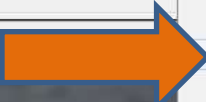
▼ Mailing Address

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



Resetting the hold will find the next available copy.

The screenshot shows a library system interface. A dialog box titled "Resetting Holds" is open, asking "Are you sure you would like to reset hold 2350322?". An orange arrow points to the "Yes" button. The main interface shows a "Holds" tab selected, with a table of holds. The table has columns: #, Available On, Capture Date, Current Copy, Last Notify Time, Notices, Pickup Library, Request Date, Status, Title, and Type. The table contains three rows of data. Below the table are buttons for "List Actions" and "Print".

Resetting Holds
Are you sure you would like to reset hold 2350322?

Options

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

0 0/3 \$ 0.00

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

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

Admin (c) Hel

9:24 AM 3/28/2014

Cancel Hold. Bobby is tired of waiting and bought his own copy of this book.

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

▼ 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

- 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**
- Save Columns

List Actions - Print



There are several reasons to cancel a hold. Choose the best option for each situation, and leave notes in the field provided. Notes are a great help if Bobby comes with a question on your day off.

The screenshot displays a library system interface. On the left, a 'Cancel Hold' dialog box is open, showing a 'Reason and Notes' section with a dropdown menu. The dropdown menu is open, showing options: 'Staff forced', 'Hold Shelf expiration', 'Patron in person', 'Patron via OPAC', 'Patron via SIP', 'Patron via phone', 'Staff forced', and 'Untargeted expiration'. An orange arrow points to the 'Untargeted expiration' option. Below the dropdown is a text input field and a checkbox labeled 'Are you sure you want to cancel the hold(s)?'. The main interface shows a 'Holds' table with columns: 'Available On', 'Capture Date', 'Current Copy', 'Last Notify Time', 'Notices', 'Pickup Library', 'Request Date', 'Status', 'Title', and 'Type'. The table contains three rows of data. At the bottom, there are buttons for 'List Actions' and 'Print'.

Cancel Hold Reason and Notes

Are you sure you want to cancel the hold(s)?

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

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

0 0/3 \$ 0.00

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
No Copy				0	MVPLM	2014-03-28 ...	Waiting fo...	Superman Domsday	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

List Actions Print

This screen is set at 'List View,' the default setting.

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

▼ 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	Title	Type
1			No Copy		0	MVPLM	2014-03-28 ...	Wait	Superman Doomsday	T
2			77831000030547		0	MVPLM	2014-03-28 ...	Wait	A voice in the wind	T
3			35887000133628		0	MVPLM	2014-03-28 ...	Wait	Rose Madder	T

List Actions Print



This screen is set for Detail View. You may check to see when and if notifications have gone out to Bobby. You may also add a note if you call Bobby personally.

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](tel:317-831-7333)
Evening Phone:
Other Phone:
OPAC Login: 27323020289471
Email: bbrown@aol.com
PLAC Home Library Mooresville Public Library (Mooresvil

Holds
Place Hold Show Cancelled Holds List View Actions for Selected Holds

Record Summary (View MARC)
Title: Rose Madder Edition: TCN: s18373423 Created By: admin
Author: King, Stephen Pub Date: 1995 Database ID: 18373423 Last Edited By: spclconnie-cat1
Bib Call #: PS3561.I483R67 1995 Record Owner: Last Edited On: 2013-03-27 4:8 PM

#	Available On	Current Copy	Email Notify	Phone Notify	Pickup Library	Request Date	Status	Type
1		35887000133628	Yes	317-831-7323	MVPLM	2014-03-28 ...	Waiting for capture	T

Notes Notifications

Add Note

List Actions Print



Managing Holds in Evergreen

It's easy. Just follow the links from the patron account, and you, too will be able to manage any hold like a pro.

Virginia Jensen

virginiaj@mooreville.lib.in.us

317-831-7323