



Library Resource Management Systems, Inc.

Circulation Basics Hold “Placing Items on Hold”

Item	Out	Due	CallNo/Title	Est	Cost	Date	Amount	Description
16084964	01/16/19	01/30/19	973.73 RAT / You wouldn't want to be a Civil War soldier! : (MAIN COLLECTION)	10.00	14.00	06/02/18	1.00	Copy Machine Fee
						06/02/18	-1.00	Payment on Copy Machine Fee
						01/16/19	-1.00	Payment on Copy Machine Fee
						Balance	.00	

Hold steps:

1. On the Circulation screen, you have four tabs labeled **Check out, Check-in, Renew, and Hold**
2. To access the Hold screen from any of the other screens:
 - a. Single click the left mouse button on the tab labeled Hold or you can hold down the **Alt** key while striking the letter **H** key.
3. Scan the patron's barcode.
4. If the request is made by telephone, then do these steps:
 - a. Press the **F3** key located in the top row of the keyboard towards the left
 - b. This brings up a small screen called Lookup Borrower
 - c. Type in the first few letters of the patron's last name
 - d. Press the **Enter** key or single click on the gray select button on the right side of the screen.
 - e. A list of all patrons with that last name will appear
 - f. You can either place the mouse arrow on the correct patron name and single click the left mouse button to highlight it, or you can use the down arrow key to highlight
 - g. Press the **Enter** key after the correct patron name is highlighted
 - h. This will return you to the hold screen and the patrons barcode number will be in the Borrower ID line near the top of the screen



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5. Press the Enter key again, this will bring up the name of the borrower
 - a. Press the F3 key located in the top row of the keyboard towards the left
6. This brings up a small screen called Item Lookup
7. Type in the first word or two of the title
8. Press the **Enter key**
9. This will bring you a list of all titles that start with those words
10. Select the barcode for the correct item which is on the line below the title to be placed on hold by using the mouse arrow and single click on the correct barcode or using the down arrow key to highlight.
11. Press the **Enter key**
12. This will return you to the main Hold screen
13. Press the **Enter key** again
14. This will place the book information on the Hold screen
15. Single click the gray Hold button at the bottom of the screen or you can press the Enter key three times
16. Another field box will pop up called Item Out. It will ask you if you would like to place a request in the hold queue.
17. Single click on the gray **Yes button** or hold down the **Alt key** while striking the letter **Y key**
18. This places the item on hold
19. Repeat steps 4 to 16 for each item to be placed on hold
20. Return to Check out screen