Library Resource Management Systems, Inc.

LRMS Circulation

Hold steps:

1. On the **Circulation** screen, you have four tabs labeled **Check out, Check in, Renew,** and **Hold**
2. To get to the **Hold** screen from any of the other screens:
   - 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. Skip to step 4
   If they do not have their patron card or request is made by telephone, then do these steps:
   - *Hit the F3 key located in the top row of the keyboard towards the left*
   - *This brings up a small screen called Lookup Borrower*
   - *Type in the first few letters of the patron's last name*
   - *Hit the Enter key or single click on the gray select button on the right side of the screen*
   - *A list of all patrons with that last name will appear*
   - *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*
   - *Hit the Enter key after the correct patron name is highlighted*
   - *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*
   - *Hit the Enter key again, this will bring up the name of the borrower*
   - *Proceed to step 2*
4. Hit the **F3** key located in the top row of the keyboard towards the left
5. This brings up a small screen called **Item Lookup**
6. Type in the first word or two of the title
7. Hit the **Enter** key
8. This will bring you a list of all titles that start with those words
9. 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*
10. Hit the **Enter** key
11. This will return you to the main **Hold** screen
12. Hit the **Enter** key again
13. This will place the book information on the **Hold** screen

14. Single click the gray **Hold** button at the bottom of the screen or *you can hit the **Enter** key three times*
15. Another box will pop up called **Item Out**. It will ask you if you would like to place a request in the hold queue.
16. Single click on the gray **Yes** button or *hold down the **Alt** key while striking the letter **Y** key*
17. This places the item on hold
18. Repeat steps 4 to 16 for each item to be placed on hold
19. Return to **Check out** screen