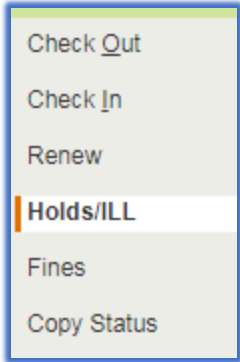


Hold

Go to the Circulation Tab



From the **Options** Menu select **Hold**

Select the patron requesting the **Hold**, scan their barcode in the **Find Patron** field

Find Patron

Only my patrons Only search Only Active Patrons

| Name |
|----------------|
| Colton Matthew |
| Diann Louise |
| Madison Alyssa |

Click on **Add Hold**

The screenshot shows the 'Holds/ILL' interface. On the left is a navigation menu with options like 'Check Out', 'Check In', 'Renew', 'Holds/ILL', 'Fines', 'Copy Status', 'Patron Status', 'Offline Circulation', and 'Library Information'. The main area has a 'Find Patron' search bar with a 'Go' button. Below the search bar are checkboxes for 'Only my patrons', 'Only search Patron Names', and 'Only Active Patrons'. A 'View Requests' button is also present. The patron's details are displayed: 'Matthew' (Student: 220003756), 'Checked Out Library: 0', 'Overdue Library: 0', 'Holds Ready 0', 'Fines Library: \$0.00', and 'Patron: \$0.00'. A photo of the patron is shown with a blue arrow pointing up. The 'Add Hold' button is highlighted with a yellow circle. At the bottom, it states 'There are no holds for this patron'.

From the in Drop down, select My Library

In the Find title field enter the title of the item being requested, click Go

This screenshot shows the search bar with 'Find' followed by a dropdown menu set to 'Title', an empty search input field, and another dropdown menu set to 'My Library'. There are 'Go' and 'Cancel' buttons to the right.

The screenshot shows search results for 'Harry Potter' in Yale High School. The search bar is filled with 'Harry Potter' and the dropdown is set to 'My Library'. The results show 'Searched Titles for "Harry Potter" in Yale High School' and 'Titles: 1 - 8 of 8'. The first result is 'Harry Potter and the Chamber of Secrets' by Rowling, J. K., published in 1999. A 'Hold It' button is visible next to the title.

From the search results click on the **Hold It** button next to item

Option 1: As Soon As Possible

From the Priority drop down, select the priority of the request

In the Request Expires field, enter the date you want the request to expire

Select copy to fulfill the request, if desired

Click on Save to place the Hold

Requesting

Harry Potter and the Chamber of Secrets
Rowling, J. K.

As soon as possible ▾

Priority Standard ▾ Request Expires 8/13/2018

Any Copy ▾

Copies: 2 **Hold**

Option 2: Reserve For Specific Date

In the Reserve Field type the number of copies you want, then click Refresh Calendar

In the From and to fields, type the dates you want the items.

Click Save to place the reserve request

Requesting

From Yale High School ▾

Harry Potter and the Chamber of Secrets
Rowling, J. K.

Reserve for specific date ▾

Copies: 2 **Reserve**

From to

| << July 2018 >> | | | | | | |
|-----------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Copies to reserve: 1
 Not Available
 Closed