

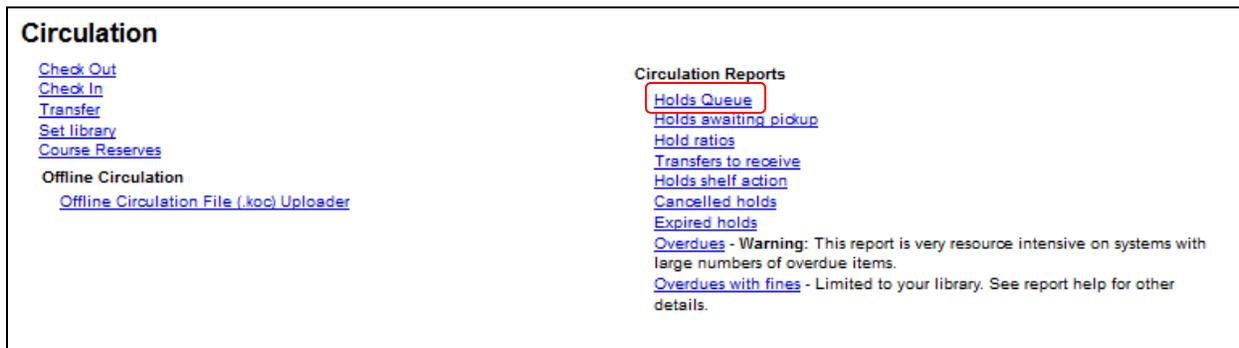
AspenCat – Using the Hold Queue Report

The Holds Queue Report will give you a list of items in your library that have union catalog holds and need to be pulled from the shelves. Some items on the report will need to be sent to other libraries while others will need to be placed on your own hold shelf.

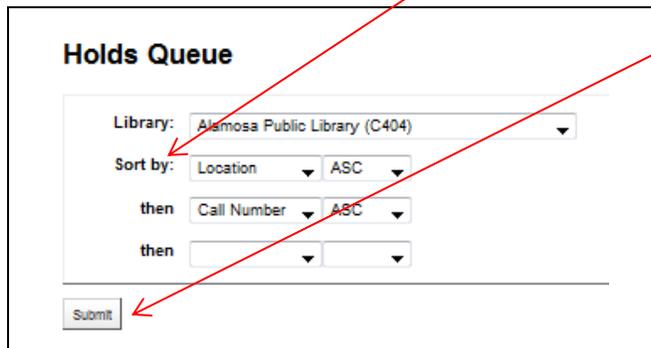
This report should be run prior to each courier delivery.

The holds update program runs at 7:00 am, Mountain Time.

1. On the main Circulation page, click on the “Hold Queue” link under Circulation Reports.



2. On the next screen, make sure your library is selected. The default sort order is title. If you want some other sort order, you can use the drop down menus to select the sort orders of your report. When you are done with your sort order selections, click the “Submit” button.



- The report lists information about the title and where the item should be sent. This is your pull list. You can hide columns by clicking on the “x” after column name. You can use “Ctrl + p” to print the pull list. Go to the shelves and pull the items listed.

Showing 4 items found for Alamosa Public Library (C404) (ALAMOSA)

Title[x]	Collection[x]	Location[x]	Call Number[x]	Barcode[x]	Patron[x]	Send To[x]	Date[x]	Passed To[x]	Fill	Action Pass All
Wyatt Earp / Green, Carl R. Enslow Publishers, , 1992 : 48 p. : 24 cm. ISBN: 9780894903670 0894903675		JUVBIO	JUV 92 EARP	Selected copy: 37333002044084	[2434600000942] 387-5239	SLPL	06/18/2013	ALAMOSA	Check In	<input type="text"/>
Decks, porches, and patios / Time-Life Books, , 1994 : 128 p. : 29 cm. ISBN: 9780783538501 (trade) 078353		NONFICTION	690.184 DEC	Selected copy: 37333002008559	[27333000060648] 719 589-1482	ALAMOSA	07/01/2013	ALAMOSA	Check In	<input type="text"/>
The Wrecking Crew : Hartman, Kent. St. Martin's Press, , 2012 : viii, 292 p., [16] p. of plates : 25 cm. ISBN: 9780312619749 031261974X		NONFICTION	781.66 HAR	Selected copy: 37333002021329	[2722200F002961] 303 258-2456	NCL	06/27/2013	ALAMOSA	Check In	<input type="text"/>
Beetlejuice Warner Home Video, , 1988 : 1 videocassette (92 min.) : 1/2 in. ISBN: 9780790742328 0790742322		VHS	VIDEO FICTION BEE	Selected copy: 37333002008814	[24320000176440] ANN* 970-264-1620	RSL	06/20/2013	ALAMOSA	Check In	<input type="text"/>

If the hold is for one of your patrons, you will see your own library code in the “Send to” column. If it is a union catalog hold, you will see the code for one of the other AspenCat libraries in the “Send to” column.

Refer to the “AspenCat Library Directory” on the AspenCat website, <http://www.clicweb.org/aspencat-library-directory>, for a list of AspenCat library identifiers and courier codes.

4. After retrieving the items, "Check In" each of them. You can do this from the Holds Queue Report Screen:

Angelina's baby sister / Craig, Helen. Pleasant Company Publications, . 2000 : 1 v. (unpaged) : 22 x 27 cm. ISBN: 9781584851325 1584851325	EASY	JE HOLAB	Selected copy: 3438600T156372	Turkish, Turkish (27777S12345678)	SPL	07/31/2012	SPL	Check In	<input type="text"/>
The Litigators Grisham, John. Random House, . 2011 : 385 p. : 25 cm. ISBN: 9780385535137 : HRD 03855351	FICTION	F GRISH	34386000005215	PTFS, CLIC Adult Test (243860000ptfs8)	ASCC	12/10/2012	Cannot pass: item-level request	Check In	(Cannot pass: item-level request) <input type="text"/>

or from the "Check In" function.

Check In

Enter item barcode:

Options

- Forgive overdue charges
- Dropbox mode

5. If the hold is for your own patron (above example Holds Queue Report for Security Public Library), you will see a "Hold Found" message display.

You can simply confirm the hold and place it on the Hold Shelf or you can select "Print Slip and Confirm".

Hold Found: [Angelina's baby sister /](#)

Hold for:
[Turkish, Turkish \(27777S12345678\)](#)
 516 E. Caramillo St
 Colorado Springs, CO 80907

Hold at Security Public Library (C316)

Confirm hold

Print Slip and Confirm

Ignore

6. If you selected the “Print Slip and Confirm” option, a new window will open for you to print. The slip that is produced is shown below.

Date: 07/03/2013

Hold in Security Public Library (C316)

Turkish, Turkish

- 27777S12345678
- 516 E. Caramillo St
Colorado Springs, CO

Held Item:

Angelina's baby sister /

Craig, Helen.

Item owned by

7. If the hold is for a patron in another AspenCat library, you will see a “Hold Found” message with the option to “Confirm hold and Transfer” or to “Print slip, Transfer and Confirm.”

Hold Found: Palestine :

Hold for:

- [Callender, Ross](#) (29111000011249)
- 2260 N. 13th Street #18
Grand Junction, CO 81501
- 970 250 4968
- travelfiend@hotmail.com

Transfer to: Ouray Public Library (C556)

Confirm hold and Transfer

 Print slip, Transfer, and Confirm  Ignore

8. If you select the “Print slip, Transfer, and Confirm” option, a new window will open for you to print. The slip that is produced is shown below.

Date: 11/16/2009
Transfer to Ouray Public Library (C556)
For patron:

- Callender, Ross
- 29111000011249
- 970 250 4968
- 2260 N. 13th Street #18
Grand Junction, CO
- travelfiend@hotmail.com

Held Item:
Palestine :
Carter, Jimmy,
 Item owned by

9. Place the slip into the item, complete and attach a courier slip and place the item into the courier bin for delivery.

Canceling a Hold

Holds can be cancelled by the patron through the OPAC or through the staff circulation module. This section describes how to cancel a hold which has been included on your “Holds Queue” report. The example used below is an item which has been requested by a patron at Dolores Public Library for a book owned by Manitou Springs Public Library.

1. Access the “Holds Queue” report from the main staff Circulation menu.
2. Go to the item in the list you do not wish to loan. Click on the title link for that item.

March : Brooks, Geraldine. Viking, , 2005 : 280 p. ; 24 cm. ISBN: 0670033359 (acid-free paper) :	FIC	F BROO	Any available copy	Donohue, Diana (27444000008454) 882-0104	DP	11/10/2009
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3. Click on the “Holds” tab in the menu on the left side of the screen.

4. A screen will display listing all of the holds on the title. Find the request from your “Holds Queue” report. Change the priority on that item to “del” and click the “Update Holds” button.

Place a hold on [March](#) :

Patron:
Enter patron card number or partial name:

Existing holds

Priority	Patron	Notes	Date	Pick up Library	Details
Waiting	MPL	ARRAY(0x2f84210)	11/10/2009	Item being transferred to	No Barcode
Waiting	Diana Donohue		11/10/2009	Manitou Springs Public Library (C322)	<i>Next available</i>
2	Kimberly Keiss		11/16/2009	Manitou Springs Public Library (C322)	
3					

del

- The hold will be removed from the item and will be removed from your "Holds Queue" list after the update program runs.