



## Traverse des Sioux Library System

1400 Madison Ave., Suite 622  
Mankato, MN 56001-5488

PHONE 507-625-6169  
Toll-Free 800-450-6169  
FAX 507-625-4049  
[www.tds.lib.mn.us](http://www.tds.lib.mn.us)

10/9/07jd

# Blanket Hold Procedures

**Summary:** Blanket Holds are useful if your patron doesn't care what edition or format of a title they receive—for example, large print, regular print, trade ed. ; or wide-screen or full-screen, DVD or VHS. It is also has *limited* usefulness for patrons wanting multiple copies of a title. Here's the how it works, warts and all. If you select several different bib records that would be OK for fulfilling the hold request, you will get 1 copy. If you place a blanket hold on one bib record and ask for more 2 or more copies, you will only get 1 copy. If you select two bib records and ask for 2 copies, then you will get 2 copies—one from each bib record listed in the blanket hold. If you request 4 copies and have 2 bib records selected, you probably will only get 2 copies, not 4. Quirky, but that's how it works. Sirsi tells us that it wasn't intended for book club holds.

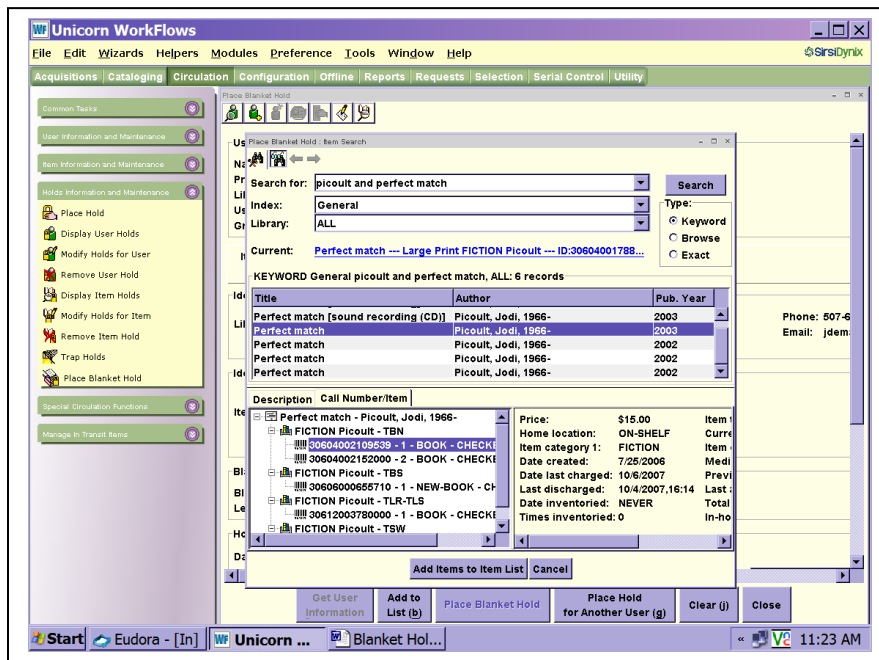
- From the Circ Toolbar, click *Holds Information and Maintenance* group of wizards.
- Click *Place Blanket Hold* wizard
- Enter the library card number for the patron (pressing <Enter> if hand-keying)
- A small window will open. The blanket ID field should say NEW. For best results, the Title level and System range buttons (default) should stay selected. Fill in the number of copies needed (no more than 1 per bib record), pickup location, and Expires date.

The screenshot shows the Unicorn WorkFlows software interface. The main window is titled "Place Blanket Hold" and contains the following fields and options:

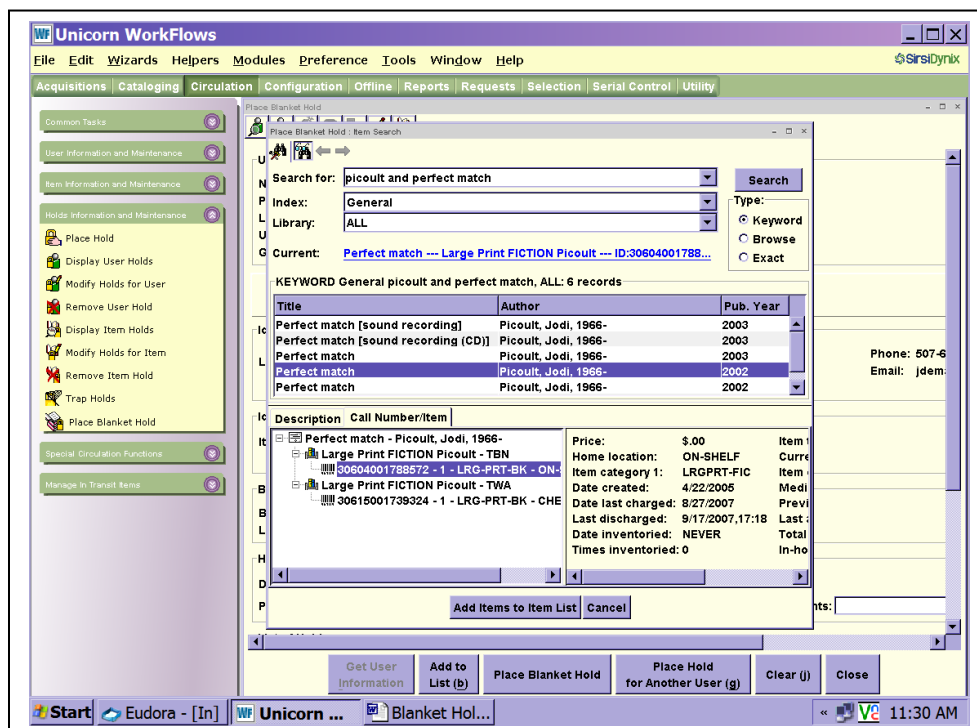
- Blanket ID:** NEW
- Copies needed:** 1
- Pickup at:** TZT
- Expires:** 11/30/2007
- Level/Range:** Level:  Copy  Title; Range:  Library  Group  System
- Recall status:**  Allow Recall  No Recall  Recall now (RUSH)
- Identify Item:** Item ID: [empty box]
- Blanket Hold Info:** Blanket ID: [empty], Copies needed: [empty], Expires: [empty], Level: TITLE, Range: SYSTEM, Recall status: NO
- Hold Info:** Date suspended: [empty], Date unsuspended: [empty], Pickup at: TZT, Comments: [empty]

Buttons at the bottom include "Get User Information", "Add to List (b)", "Place Blanket Hold", "Place Hold for Another User (g)", "Clear (j)", and "Close". The taskbar at the bottom shows the Start button, Eudora - [In], Unicorn ..., and Blanket Hol... with the system clock at 11:08 AM.

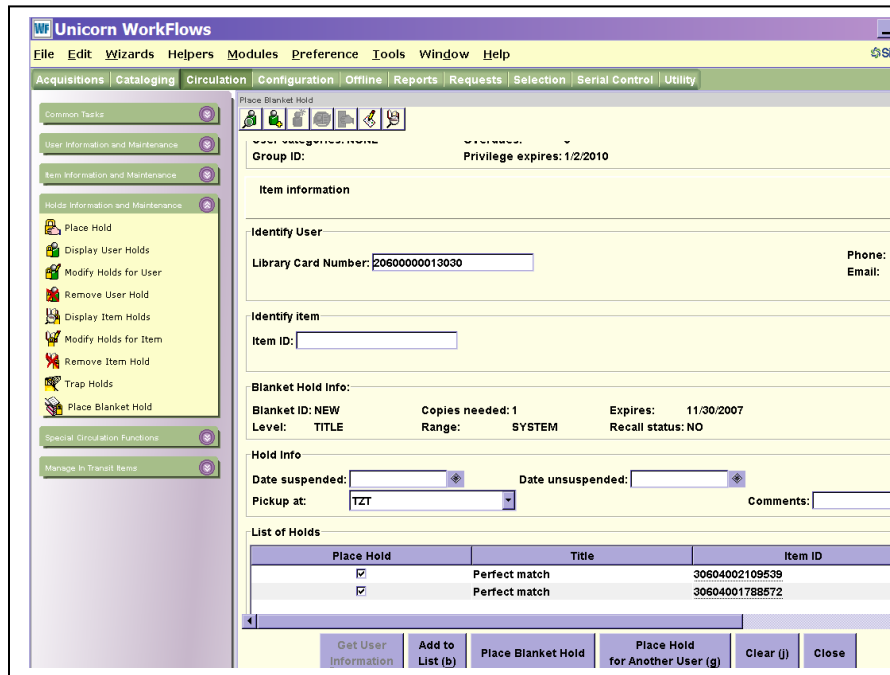
- Click on the item ID box. You will probably want to then click on the *Item Search* helper icon to select the bib records that are acceptable for fulfillment of the hold request.
- In the instance below, there are different print editions (one is a large print) that will be OK for fulfilling the patron's hold request. Highlight the bib record title, and click *Add Items to Item List* button. The search window will close and you'll be back at the Blanket Hold screen.



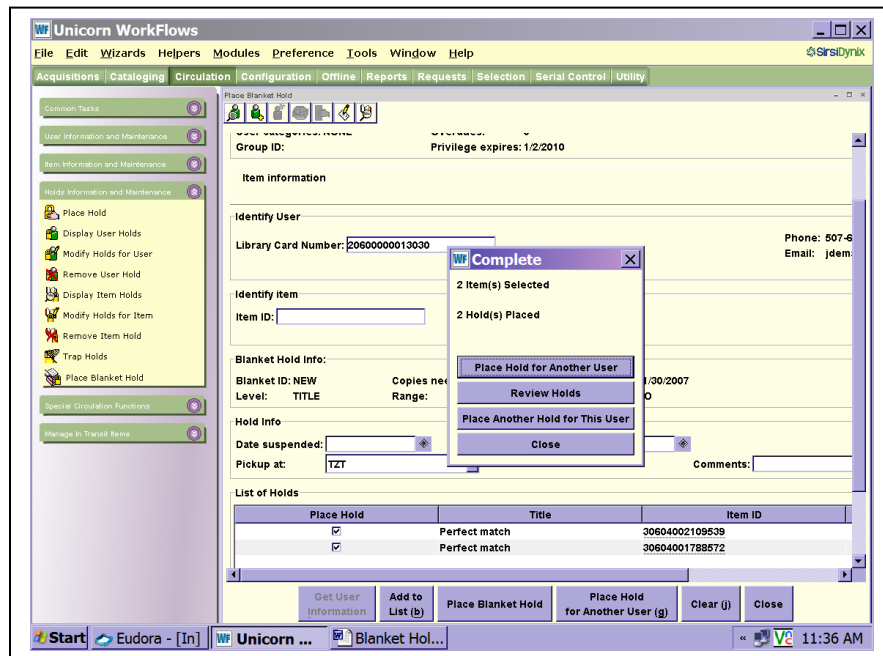
- One of the item barcodes from the title should appear in the Item ID box. Make sure your cursor is at the end of the Item ID box, and press enter, or press the *Add to List* button. This should clear the item ID box, and move the item to the lower pane called *List of Holds*.
- Click the *Item Search Helper* again, and repeat this process, remembering to press the enter key after the barcode number is added to the Item ID box, or clicking the *Add to List* button.



- When you have selected the bib records that can be used to fulfill the hold request, make sure that they have been added to the lower *List Holds* pane.



- Press *Place Blanket Hold* button.



- The system will select the first available copy from either bib record, as per our usual hold processing. Once a copy is trapped, the system will consider the hold request is being fulfilled. The copy will not necessarily be one of the two item barcodes listed, but will be a copy associated with one of the two titles.