



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

4/25/05r.schneider TVR
upd 10/25/07jd

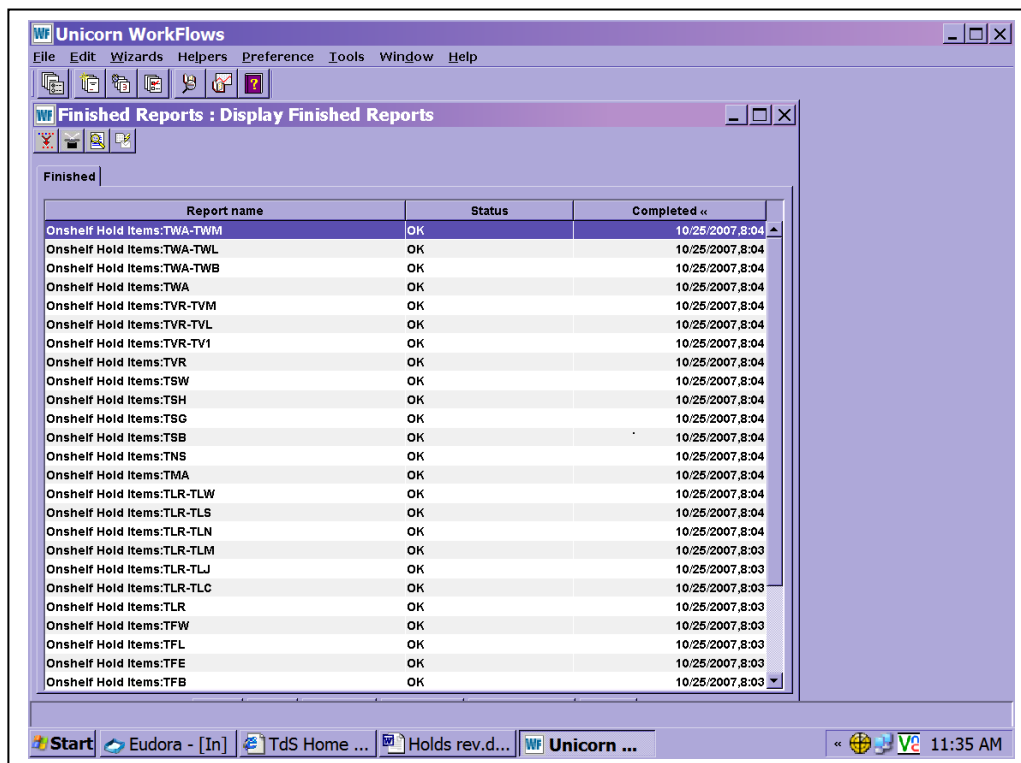
HOLDS Procedures


Printing the HOLDS pull report

1. Login to Workflows using the REPT user ID and password.
2. Go to the **Report** toolbar (preferences – toolbars – select – report)
3. Click on the “**Finished Reports**” wizard (4th icon from the left)



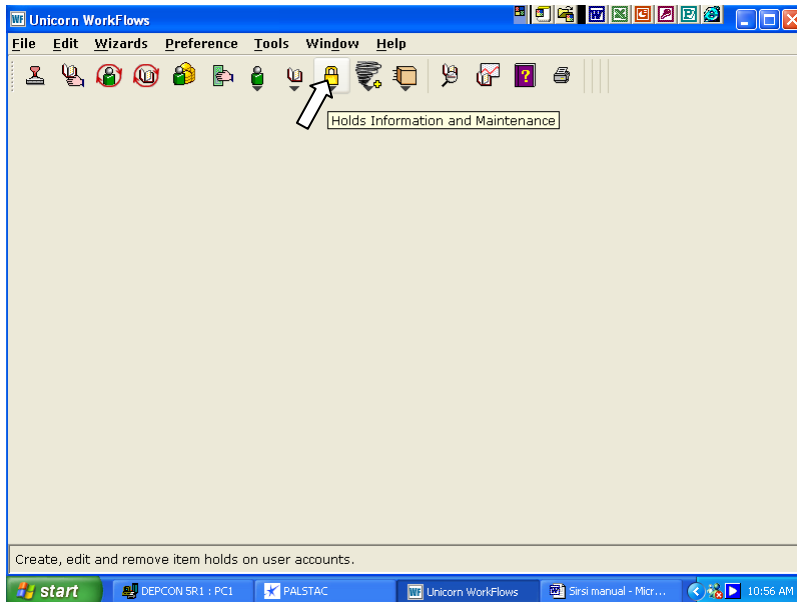
4. Select your library’s “**OnShelf Hold Items Report.**” Make sure your report is highlighted.
5. Click the Print button on the bottom of the screen and the report will print to your printer.



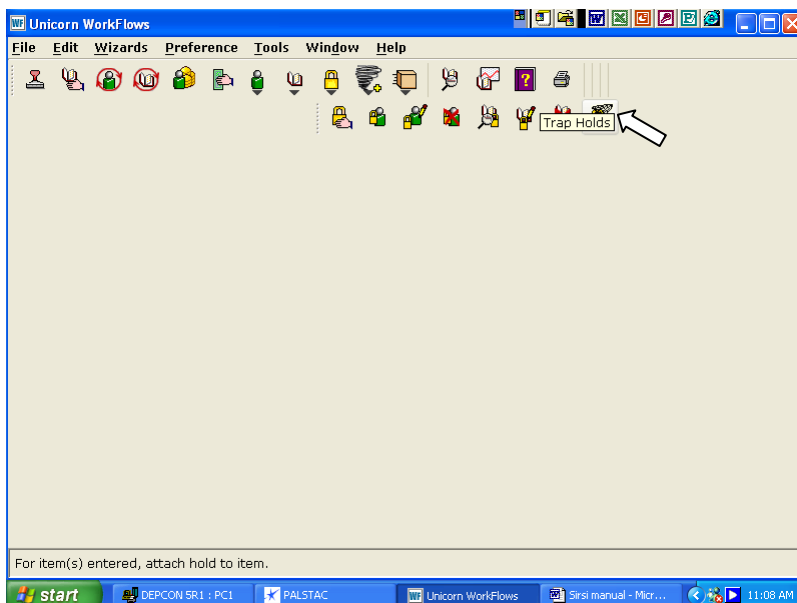
6. Log off of Workflow (Click the  in the upper right hand corner of the screen).

Trapping HOLDS Placing items in-transit

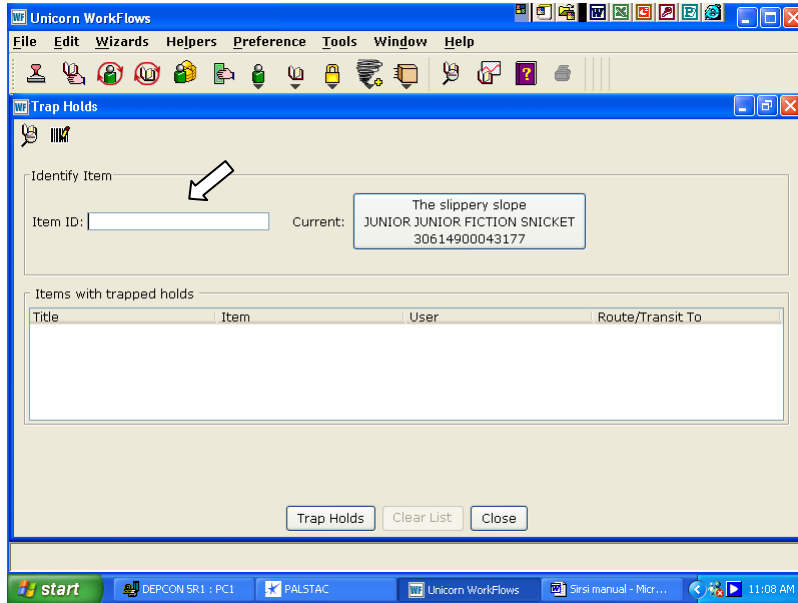
1. Go to the shelves and pull the items on the list to send to other libraries to fill holds.
2. Reopen Workflows and login as **circ** for your library. *(Do this step at the PC where you have a receipt printer attached if you wish to have routing slips to place in the items to send through the courier).*
3. Go to the **Circulation** toolbar (preferences – toolbars – select – Circulation).
4. Click on the “**Hold Information and Maintenance**” wizard.



5. Click on the “**Trap Holds**” wizard.



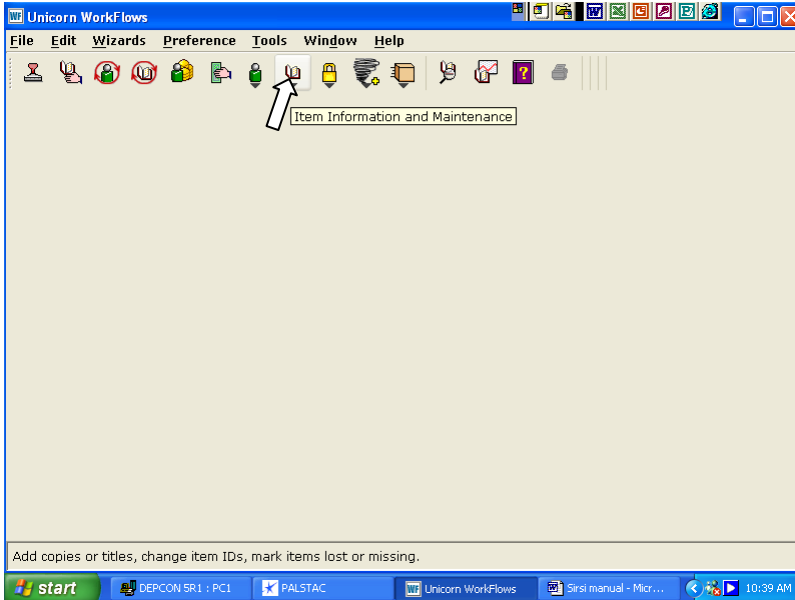
6. Scan the items from the report that you found on your shelves into the item ID box.



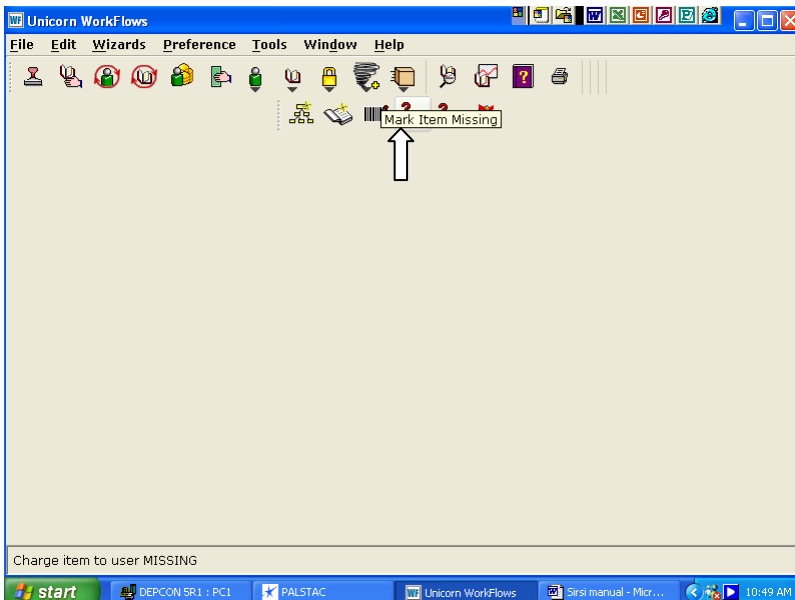
7. Place the routing slips from the receipt printer inside each item, and place items in the courier tub to go to other libraries.

Handling Missing Items for Hold Queue Mark Item Missing

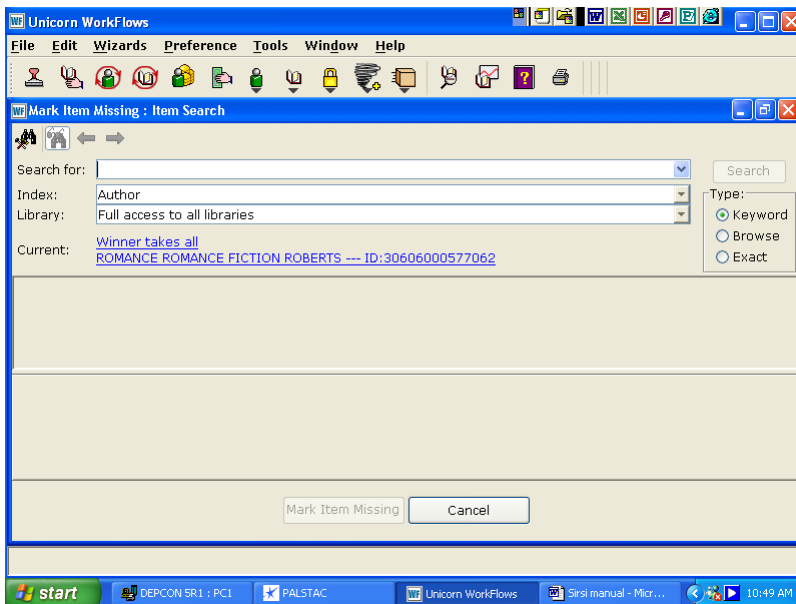
1. On the **Circulation** toolbar, click on the “**Item Information and Maintenance**” wizard.



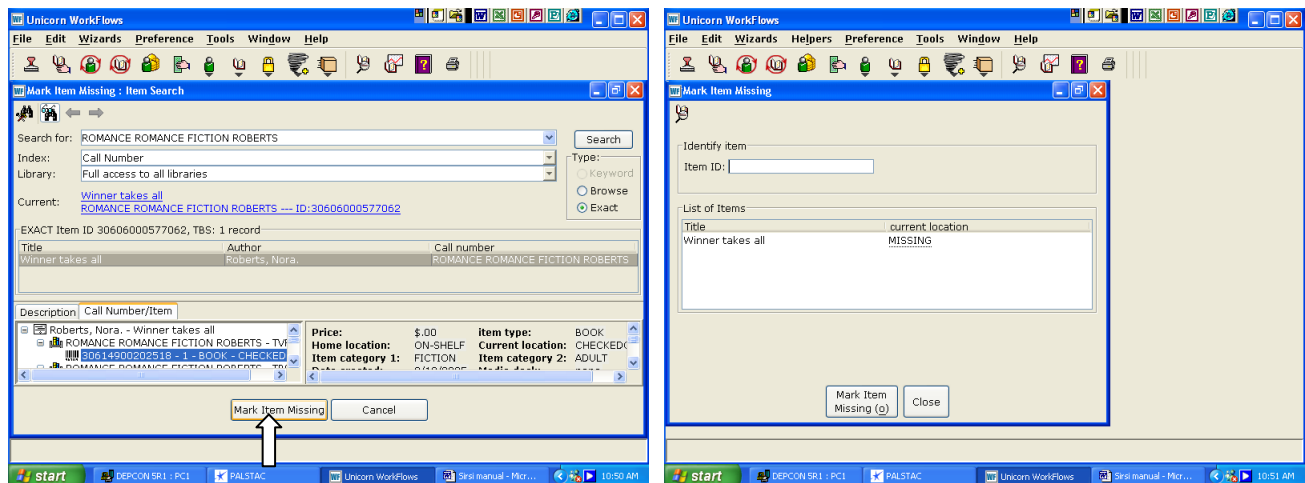
2. Select the “**Mark Item Missing**” wizard.



3. Search for the item using one of the indexes (ex: title or item ID-which you can find on your List Items On Shelf With Holds Report).



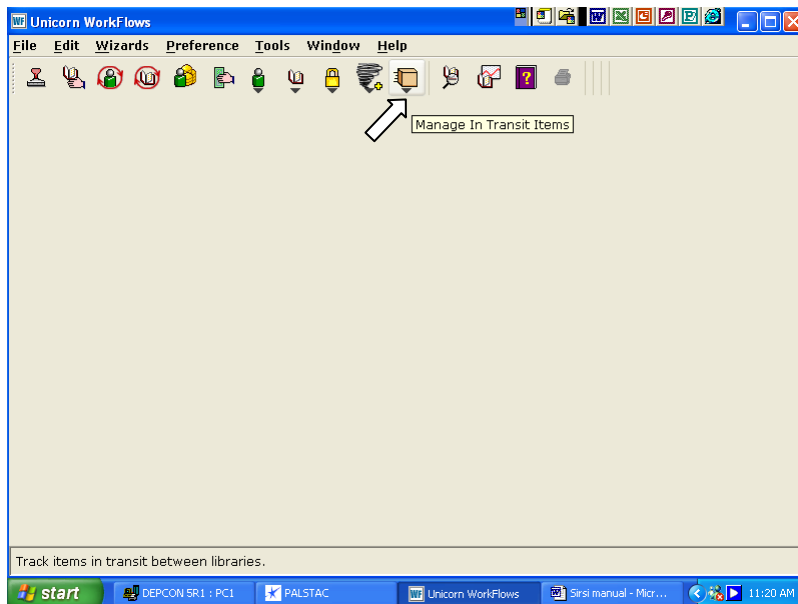
4. Highlight the correct item by clicking on the appropriate barcode and click on the “Mark Item Missing” button at the bottom of the screen.



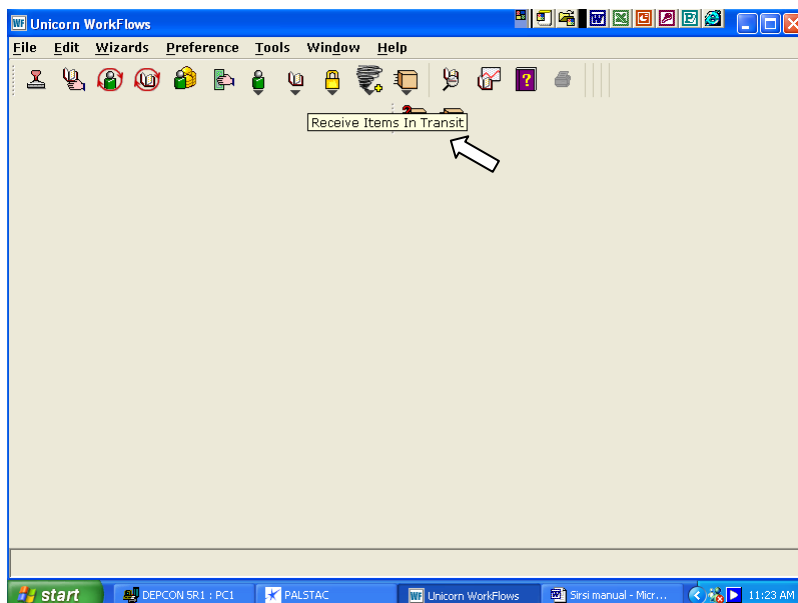
5. Once item has been marked missing, the hold will move to the next available library to have the hold filled.

Receiving Holds From Other Libraries Receiving In-transit items

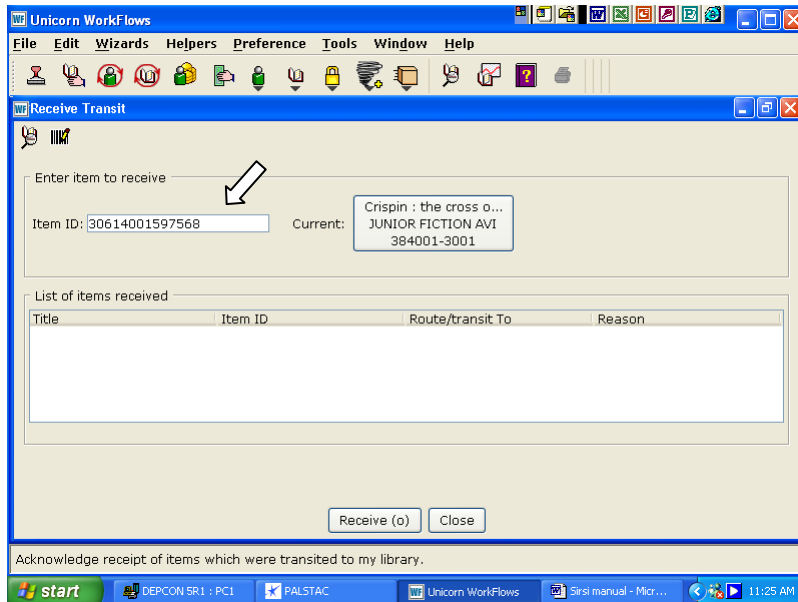
1. Open Workflows and login as circ for your library (*Do this step at the PC where you have a receipt printer attached if you wish to have routing slips to place in the items to send through the courier*).
2. On the **Circulation** toolbar, select the “**Manage In-transit Items**” wizard.



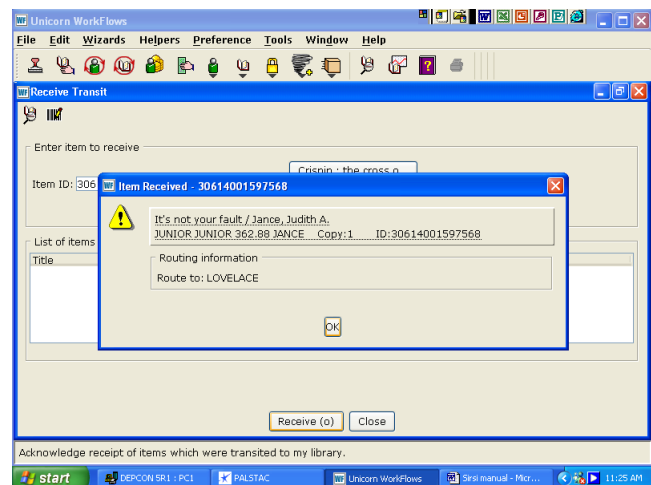
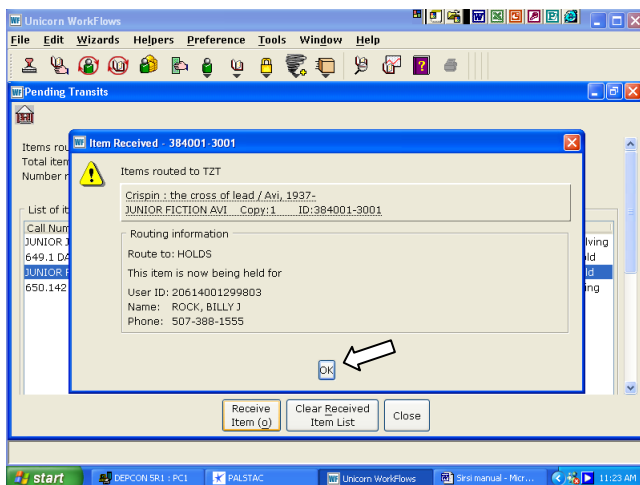
3. Click on the “**Receive Items In Transit**” wizard.



4. Scan the barcodes into the Item Id box or hand key and press the return key or click on the “**Receive**” button at the bottom of the screen.



5. A gray box will appear with the routing information for the holds or if the item is yours and coming back on the courier, where to shelve the item. Click “**OK**” and a hold slip will print for the items to be placed on the hold’s shelf.



6. Notices for the hold items will print when you run your hold notices for the day.
7. Check the items out with the “**Checkout**” wizard when the patron comes to pick up the item.
8. When the item is returned, use the “**Check-in**” wizard on a PC attached to a receipt printer and check in the item. A routing slip will print to place in the item and send back to the owning library in the courier.