Can you place a specific copy of an item on hold?

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Applies to

- Staff client

Answer

Yes, library staff can place item-level holds in the Staff Client using the steps below.

1. Find the title in the catalog.
2. Find the specific item the customer would like to place on hold.
3. Right-click the item and select Reserve.
4. When prompted by the system, search for the customer.
5. When the Hold request screen appears, confirm that all the information is correct, specifically the pickup/deliver field, then select OK at the bottom of the screen.

When this specific item becomes available the system will be able to fulfill the hold. Only library staff can place item-level holds. Customers are limited to placing title-level holds from the OPAC.

Additional information

Place Hold Requests

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