

Determining How Many Holds Are On A Title

There are various ways to view the number of holds on a specific title. This document will illustrate a few options to view this information.

Option One-

1. In the Circ Module, under the Holds Wizard Group, click on the **Display Title Holds Wizard**.



2. In the search box that opens, enter your search criteria.
3. Choose your title from the hit list and click **OK**.
4. The next window that opens will display your title, the number of items on the record, the number of holds and a list of users on hold for that item.

The last boyfriend / Roberts, Nora	
Total number of items:	100
Total holdable items:	86
Total title level holds:	653
Total system range holds:	653
Total group range holds:	0
Total library range holds:	0

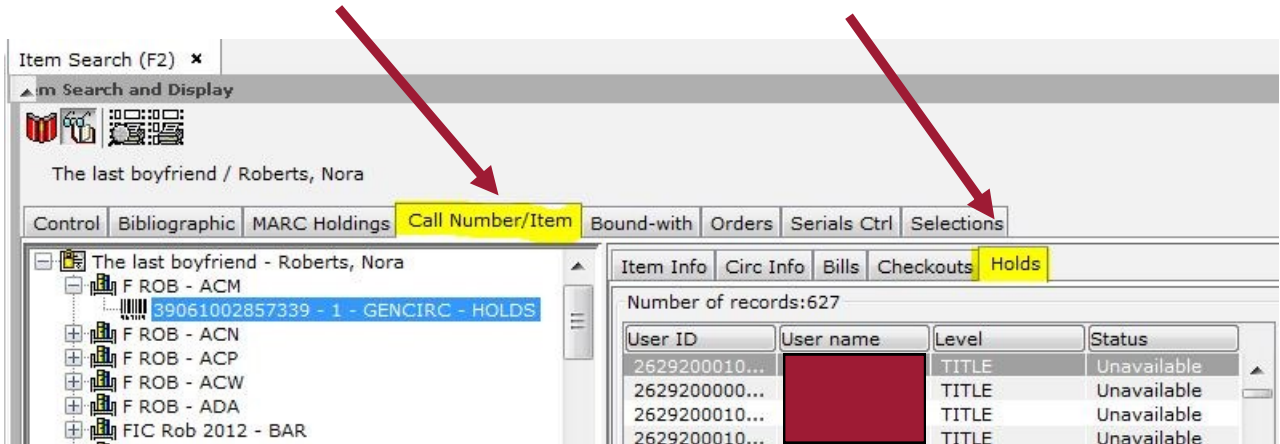
Option Two-

1. In the Circ Module, Under the Common Tasks Wizard Group, click on the **Item Search Wizard**.
2. In the search box that opens, enter your search criteria.
3. Choose your title from the hit list or view pane and click **Detailed Display**.

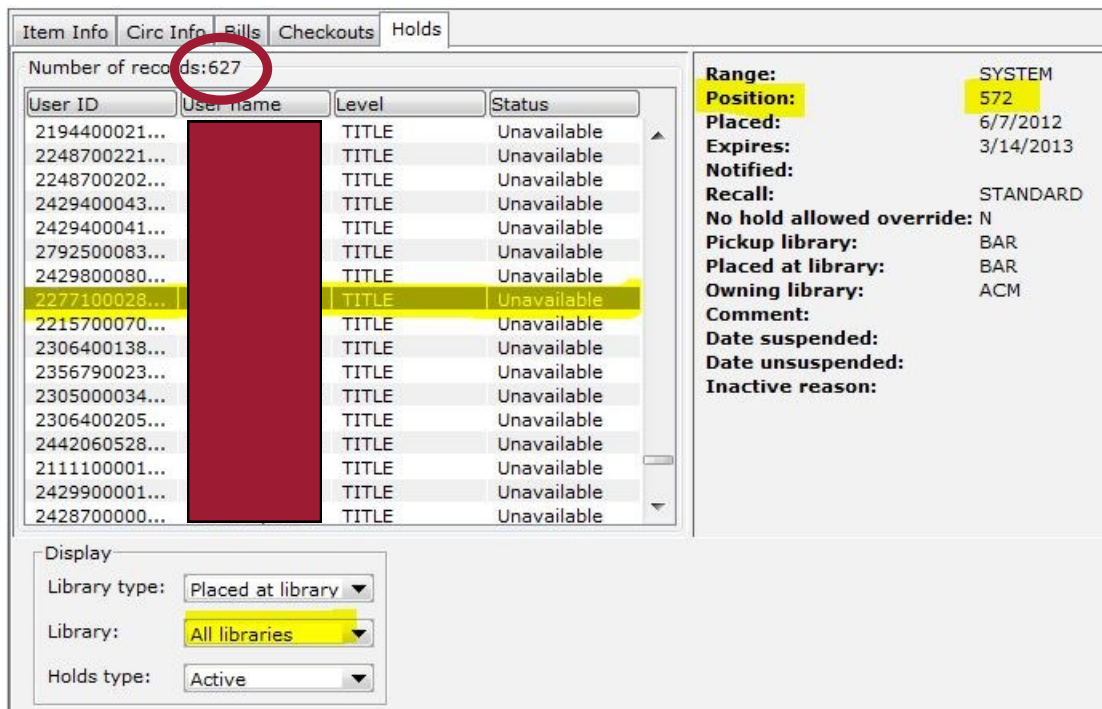
Determining How Many Holds Are On A Title

4. The next window that will open will be the complete title record. This window displays many facets and tabs.

5. Click on the **Call Number/Item** tab and then click on the **Holds** sub-tab.



6. In the graphic below, you can see the total number of holds is 627.



7. If you click on a user in the list, you can see to the right their position in the queue.

Determining How Many Holds Are On A Title

8. To see **your users' positions** in the queue for **your pickup location**, change the Display information at the bottom of the window.

In the example below, I changed the Library type to **Pickup Library**, the Library to **BAR** and left the Holds Type as **Active**. You will see that the number of holds displaying is now 1. The user that is now displayed in the hold list selected Barnesville as their pickup point and they have a Barnesville card. Because I can see that Barnesville owns a copy, I can presume that when the Barnesville item gets checked in, it will trap the hold for the listed user.

Why does this matter? If this Barnesville user looks at their queue in the master hold list or on e-library, their position will be listed as 572 out of 627. But in reality, they are the FIRST in line for the Barnesville copy. Please continue to stress to your patrons that their placement in the hold queue seen on e-Library is relational and not exact.

The screenshot displays a library catalog interface with several tabs at the top: Control, Bibliographic, MARC Holdings, Call Number/Item, Bound-with, Orders, Serials Ctrl, and Selections. The 'MARC Holdings' tab is active, showing a list of holdings on the left. The selected holding is 'FIC ROB 2012 - BAR' with call number '32771001875572 - 1 - 7DAY - CHECKEDOUT'. Below the list, a 'Date created' section shows various dates and times. The main area is divided into two panes. The left pane, titled 'Item Info', shows 'Number of records: 1' and a table with columns 'User ID', 'User name', 'Level', and 'Status'. The table contains one record: '22771000287...' (User ID), a redacted name (User name), 'TITLE' (Level), and 'Unavailable' (Status). The right pane, titled 'Holds', shows details for the hold: 'Range: SYSTEM', 'Position: 1', 'Placed: 6/7/2012', 'Expires: 3/14/2013', 'Notified:', 'Recall: STANDARD', 'No hold allowed override: N', 'Pickup library: BAR', 'Placed at library: BAR', 'Owning library: ACM', 'Comment:', 'Date suspended:', 'Date unsuspended:', and 'Inactive reason:'. At the bottom, there are three buttons: 'Return to Search', 'Display Holdings', and 'Close'.

User ID	User name	Level	Status
22771000287...		TITLE	Unavailable

Display
Library type: Pickup library
Library: BAR
Holds type: Active

Date created: 4/30/2012
Date last charged: 6/13/2012
Date due: 6/20/2012,23:59
Last discharged: 6/12/2012,11:07
Date inventoried: Never
Times inventoried: 0
Previous user ID: 22771000055111
Last activity: 6/13/2012
In-house uses: 0

Range: SYSTEM
Position: 1
Placed: 6/7/2012
Expires: 3/14/2013
Notified:
Recall: STANDARD
No hold allowed override: N
Pickup library: BAR
Placed at library: BAR
Owning library: ACM
Comment:
Date suspended:
Date unsuspended:
Inactive reason:

Return to Search Display Holdings Close

Determining How Many Holds Are On A Title

Option Three-

1. There is a glossary on the [Place Hold confirmation screen](#). You can see the number of copies available and view an approximate number of holds. Remember, [Glossaries](#) are seen throughout Workflows. Anytime you see a field underlined with a dotted line, you can click on it and it will open a new window with additional information.

2. Click on the title/author glossary.

The screenshot shows a window titled "Place Hold (F9)". It contains a "User Information" section with the following details:

Name:	Janusik, Misty D.	Status:	BLOCKED	Library:	SEO
Profile name:	SEODB...	Amount owed:	\$15.93	Available holds:	0
User categories:	Y	Overdues:	14	Checkouts:	20
Group ID:		Privilege expires:	5/9/2017		

Below the user information, there is a highlighted entry: "The last boyfriend / Roberts, Nora". A red arrow points to this entry. Below the highlight, it says "F ROB Copy:1 ID:39061002857339". At the bottom of the window, there is a section labeled "Identify User".

3. In the glossary that displays, you can see the number of items attached to the record. You can also see approximately the amount of holds on the title. Some staff have reported that they like this view because they can see how many total holds there are and how many total items are on the record.

The screenshot shows a window titled "Place Hold (F9) : Glossary". It contains the following information:

Author: Roberts, Nora
Title: The last boyfriend / Nora Roberts.

----- Bibliographic Info -----

----- Volume And Copy Info -----
(Displaying 73 of 73 volumes)

F ROB	Copy: 1	ID	GENCIRC (HOLDS)	Holds	Copies	Library
F ROB	Copy: 1	ID: 39061002857339	GENCIRC (HOLDS)	Holds: 628	Copies: 1	Library: ACM...
F ROB	Copy: 1	ID: 39061002857453	GENCIRC [in transit]	Holds: 628	Copies: 1	Library: ACN...
F ROB	Copy: 1	ID: 39061002857396	GENCIRC (HOLDS)	Holds: 628	Copies: 1	Library: ACP...
F ROB	Copy: 1	ID: 39061002857271	GENCIRC (CHECKEDOUT) can't circ	Holds: 627	Copies: 1	Library: ACW...
F ROB	Copy: 1	ID: 34331000433291	GENCIRC (CHECKEDOUT) can't circ	Holds: 629	Copies: 1	Library: ADA...