



Traverse des Sioux Library System

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upd 10/25/07 jd

Clean Holds Shelf Report

If a hold is not picked up after 10 days, the item needs to be removed from the Holds shelf to fill other hold requests or to be reshelved. Use the following steps to pull holds that have not been picked up from the Holds shelf. This process will also take care of the holds that have been manually cancelled by patrons through iBistro.

Each night, TdS will run the Expire Holds process, which will change the HOLD status to INACTIVE for items that have been on the hold shelf for more than 10 days. This report is based on the premise that a pickup notice has been generated for the item. (So even if you do not send out pickup notice, please do not unschedule the notice report!)

You will receive a "Clean Holds Shelf" report that will identify the items that are now "expired" and need to be returned to your shelves or transited to another library. This report is scheduled to run daily. It will automatically change the status of the item to INTRANSIT (back to the home library or to another library for hold pickup) or ON-SHELF.

DO NOT UNSCHEDULE OR CHANGE THIS REPORT (OR THE PICKUP NOTICES) IN ANY WAY WITHOUT CHECKING WITH JEANNE DEMARS AT THE TDS OFFICE!

1. With your CIRC login, change to the reports toolbar.
2. Click "Finished Reports".
3. Click "Clean Holds Shelf Report" to view and print through WordPad.
4. Go to the holds shelf and remove the items listed on the report.
5. From the circ toolbar, click the *Check Item Status* wizard.
6. Wand in the barcode of each item removed from the hold shelf.
7. If the item is to be reshelved, a notification dialog box will appear. If the item needs to be routed to another library, an in transit slip will print.
8. Reshelve or route the item to the appropriate location. If a local patron wants the item in hand, but an intransit slip has been generated, you can charge the item to the patron using your override password.