


## Hold Pull List

The **Hold Pull List** is a list of items to pull from the shelf to fill holds for patrons at your library or to put in delivery to fill a hold for pickup at another library. To see the list, you can use the **Pull List for Holds Requests** link from the splash page or from the Circulation menu.

The screen displays the holds ready to pull in a grid. Like all grids, you can add or remove columns from the display, adjust the width of columns, and sort most columns by clicking on the column header.

Hold Pull List										
Detail View		Print Full List				Actions ▾	Rows 25 ▾	Page 1 ▾	▾	
#	<input type="checkbox"/>	Shelving Location	Call Number	Author	Title	Current Item	Parts	Item Status	Potential Items	Hold Type
1	<input type="checkbox"/>	Adult Audiobook...	PLAYAWAY Ficti...	backman, fredrik	<a href="#">beartown</a>	3139200537080...		Available	2	T
2	<input type="checkbox"/>	Adult Audiobook...	PLAYAWAY Ficti...	williams, beatriz	<a href="#">the summer wiv...</a>	3139200547599...		Available	1	T
3	<input type="checkbox"/>	Adult Audiobook...	PLAYAWAY Ficti...	pearson, allison	<a href="#">how hard can it...</a>	3139200554525...		Available	1	T
4	<input type="checkbox"/>	Adult Compact ...	CD Country Twa...	twain, shania	<a href="#">greatest hits</a>	3139200367410...		Available	3	T
5	<input type="checkbox"/>	Adult Compact ...	CD Popular/Roc...	petty, tom	<a href="#">an american tre...</a>	3139200557320...		Available	8	T
6	<input type="checkbox"/>	Adult DVDs (Me...	DVD Feature Fil...		<a href="#">home for the holl...</a>	3139200500479...		Available	4	T

These settings only affect the display on the screen, and not the format of the list you get when you click on Print Full List -- that format is controlled by a print template, which you'll find under Edit Print Templates on the splash screen or the Administration menu. NOBLE staff can assist you in making changes to this receipt. Unfortunately, we don't have a way to filter it by department.

Library staff should produce the Holds Pull List daily and pull the items from the list for processing. Each item should be checked in, which will route each item either to your library's Holds Shelf or set them in transit to another library to fill a hold, printing appropriate slips in either case.