Holds Pull List

The **Holds 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.

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.