Capturing Holds

Holds can be captured when an item needed to fill a hold is returned and checked in, or when an item on the **Holds Pull List** is retrieved and captured. When a hold is captured, the hold slip will be printed and notification is sent out. The item should be put on the hold shelf.

Hold Slip ✕

This item should be routed to the **Public Holds Shelf**

Item Barcode: 36661000822194
Title: Iceland
Author: Wilcox, Jonathan
Call Number: J/949.1/S

Hold for patron Jacobs, Demetria F.
Patron Barcode: 21397000922851
Notify by text: 9784683218

Request Date: 2/15/2019
Request Notes:

Slip Date: 6/9/2019

Print   Do Not Print

Although holds can be captured in a normal checkin session, it may be more efficient to use the **Capture Holds** process under the Circulation menu for items retrieved from the Holds Pull List. This is a checkin mode that autoprints **Holds** and **Transit** slips without the need to confirm each one.

Capture Holds
Auto-Print Hold and Transit Slips

Barcode	Barcode	Submit