

Immediately check out in-stock holds

September 21st, 2020

As Miss Honey checks in a copy of *The Hunger Games*, an in-stock hold notification pops up for Darla Anderson. And it just so happens that Darla's in the class currently visiting the library. What's the fastest way for Miss Honey to immediately check out this book to Darla so she can just hand it to her?

Bookdrop (B)

Mark Arias

1002
Jones / Dibb
No Items Checked Out
1 In-Stock Hold
Lexile Score: 1369 + SAT
Reading Level: 11.3

Darla Anderson
An in-stock hold has been placed on 'The Hunger Games' (11307) for patron Darla Anderson (1001) at Jones (WHS). The in-stock hold expires September 21, 2020. Please set this item aside.
Print OK

Lexile Score: 810
Accelerated Reader: 5.3

Details **Lookup** **Copy List** **Copy Stats** **Lookup**

Circulation **Items out (QE)** **Holds** **Reservations** **Charges** **Support** **Special** **Command Help (?)**

Transaction Log **Location (HW)**

Icon	Transaction	Location	Notes
⚠	An in-stock hold has been placed on 'The Hunger Games' (11307) for patron Darla Anderson (1001) at Jones (WHS). The in-stock hold expires September 21, 2020. Please set this item aside.		
👤	IS Hold	1001 Anderson, Darla 11307 'The Hunger Games'	Expires: Sep 21, 2020
➡	In	11307 'The Hunger Games', by Patron: 1002	Was Due: Sep 30, 2020
😊	Patron	1002 Arias, Mark	09/16/2020 4:34 PM
➡	• Start Bookdrop		
💰	Balance	1021 Mendez, Jesse Payment:\$8.00	\$6.10
💰	Overdue*	1021 Mendez, Jesse, Overdue Fine Was Due:04/28/2020;11553;FIC HAM -- Hannah's dream	\$14.10
➡	In	11553 'Hannah's dream', by Patron: 1021	Was Due: Apr 28, 2020
💰	Overdue*	1021 Mendez, Jesse, Overdue Fine Was Due:04/28/2020;11518;FIC GRA -- Lies	\$14.10
➡	In	11518 'Lies', by Patron: 1021	Was Due: Apr 28, 2020

demo, demo, WHS - Washington High School

There are a couple ways to quickly check out a returned book to the next person waiting for it. When you check in the book and it becomes the Current Item, either...

- Go to the **Holds** tab > **Item** subtab. The patron with the in-stock hold should be at the top of the list. Double-click and they'll become the Current Patron.

Or...

- Open the Copy List by clicking **Copy List** in the Current Item pane or by using the **Q=** shortcut. If the list isn't long, you should be able to quickly spot the patron with the in-stock hold. Click on their name to make them the Current Patron.

With the item and new patron current, then—while in **Check Out mode**—you can use the **=** shortcut to check the book right out to them.

And there you have it! Using these shortcuts will save you time and sanity.



These options are only available in v7. Still on version 6? [Learn about switching to Alexandria 7!](#)

[Switch to Alexandria 7 ARCHIVED](#)