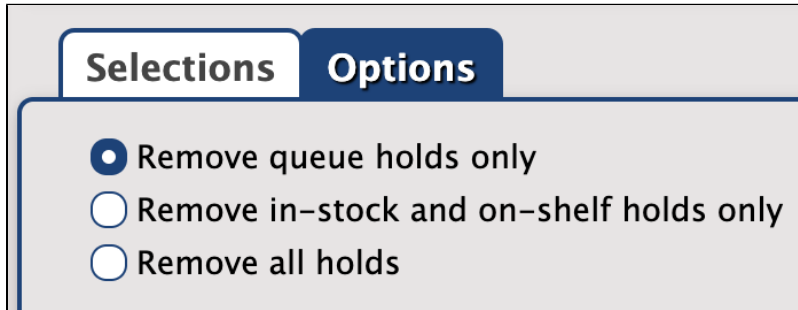


Removing holds—Easy as 1, 2, 3

March 15th, 2021

The end of the school year is approaching, and Miss Honey is wondering what she should do about holds since none of them will be fulfilled over the summer. How can she remove holds so patrons don't get any notifications about them over break? Alexandria has a utility that makes this a breeze!



Version 7

Did you know that we consolidated all of our holds utilities into one back in [20.3](#)?

This makes it easier to do everything in one place.

1. Go to **Tools > Utilities > Titles > General > Remove Holds**.
2. Use the **Selections** tab to specify which titles should be included.
3. Choose which types of holds to remove under the **Options** tab. Unless you want to fill one last round of in-stock holds (in which case, use **Remove queue holds only**), you can probably just remove all holds.
 - a. **Remove queue holds only**. Removes all holds in the queue for selected titles and their copies, which includes suspended holds. View the holds queue for a specific title in its [Copy List](#).
 - b. **Remove in-stock and on-shelf holds only**. Removes all in-stock and on-shelf holds for selected titles and their copies, but does not remove queue holds.
 - c. **Remove all holds**. Removes all holds for selected titles and their copies.
4. Click **Run**.

And you're done!

Version 6

Use the [Clear Titles Holds](#) and [Clear Title Holds, In-Stock Holds, and In-Transit Holds](#) utilities to remove holds.



Bookmark this tip so you remember to remove holds when school ends!



Still on version 6? [Learn about switching to Alexandria 7!](#)

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