

Everyone Wants a Reservation - Patron Reservations

Tip for: 02.17.15

What happens when everyone, all at once, wants to place a reservation on a particular item? Use the GP command to simplify the process.



Unknown macro: 'multiexcerpt-include-macro'

The Patron Reservations command, GP, lets you place reservations by multiple patrons on a single item.

Using the **Patron Reservations (GP)** Command:

1. In the **Circulation** window, scan or type in the barcode of the item on which to place the reservations.
2. With the item current, type **GP** and press **[enter]**. Now you are in **Patron Reservations** mode.
3. **Scan** or **type** the barcode of the first patron placing the reservation.
4. From the resulting **Reservation** window, use your mouse to select the days desired for the reservation by clicking on the beginning date and dragging to the ending date, then release the mouse button.
5. Click the **Save** button to complete the reservation.
6. Type the barcodes of other patrons wishing to place a reservation for the same item while you have it as the Current Item.
7. Type a period (.) and press **[enter]** to exit the mode.



As of 20 July 2019, the Reservations dialog box and preferences have undergone significant updates. Read about the [Reservations tab](#) and [Circulation Rules](#) to see what's changed!