

In-Stock vs On-Shelf—New holds procedures

Tip for: 02.21.17

In-Stock status in Alexandria has been overworked. It's always had to manage all the [holds](#) waiting in the holds pickup area of your library, *and* all the holds that are sitting on a shelf somewhere. Well, both In-Stock status and you, the librarian, are in for a treat—in 7.16.2 we've introduced **On-Shelf holds**, to share some of the burden.

NOTE: In v6 any item in your library on hold for a patron at your library is categorized as In-Stock.

Now, a hold placed on an item that is Available becomes an **On-Shelf** hold. You can then run On-Shelf reports to find out which books to pull from your shelves.

Once you've pulled the On-Shelf books, **bookdrop** them to change their status to **In-Stock**. Print hold receipts for them as you bookdrop, then when you've finished you can put them in the holds area of your library.

When a hold expires, it becomes an **In-Stock Expired** hold, and you can run a report for those so you can grab the expired holds, bookdrop them, and reshelve them or prepare them for the next patron in the queue!

If you are on v6, [learn about your holds in the Support Center](#).

If you are on v6 and really jealous of the new holds in v7... contact us about upgrading!