To Hold, or Not To Hold

Tip for: 04.13.15

Are there some patrons you don't want placing holds? You can change their permissions.

Unknown macro: 'multiexcerpt-include-macro'

There are two ways you can prevent holds: by **Policy**, or by **Security Group**.

To prevent patrons in a specific policy from placing holds:

- Open **Preferences**.
- Go to the **Policies** area.
- On the **Patron Policy** side, choose the policy from the drop-down menu.
- Click on the **Other** tab.
- Change the **Maximum Hold Requests** field to **0**.
- **Save** the policy.

All patrons on this policy will now be unable to place holds.

Note that you can still place a hold for these patrons in Circulation as long as you have Hold and Override permissions.

To prevent holds on a more individual basis, you can use Security Groups.

To create the new Security Group:

- Open **Preferences**.
- Go to the **Security** area.
- Click on the **Patron Security Group**.
- From the **Actions** (gear) menu at the bottom, choose **Duplicate**.
- Name the new group. For example, **Patron No Holds**.
- Go to the **Researcher** tab.
- Change the **Hold Management** drop-down menu to **No Access**.
- **Save** the preference.

To assign a patron to this Security Group:

- Open **Patron Management**.
- **Select** the record and **unlock** it.
- Change the **Security Group** drop-down menu to your new group.
- **Save** the record.

This patron now can not place holds from the Researcher.

Note that you can still place a hold for these patrons in Circulation as long as you have Hold permissions.

See also:

- v7 Circulation Commands#HoldRequest
- v6 Filling Holds