

Copy-Specific Holds

Tip for: 03.16.15

Do you need to place a hold on a specific copy? You can do that through Circulation.



Unknown macro: 'multiexcerpt-include-macro'

Normally we recommend using the normal Hold mode, which will make the first available copy—or any copy that's already available—the in-stock hold.

However, in a school library situation, one of your copies may have a piece of the kit or equipment missing, or may lack that extra booklet or disc. In order to place a hold on the copy that is complete, you can use the copy-specific hold command.

To place one copy-specific hold:

1. In the **Command Line**, type or scan the barcode of the patron placing the hold.
2. Type **HC [space]** and scan or type the barcode of the copy to place on hold.

To place more than one copy-specific hold for this patron:

1. In the **Command Line**, type **HC** and press [enter].
2. See that now you are in **Hold Copy** mode.
3. Scan the barcodes of each copy to place on hold.
4. Type a period (.) [enter] to exit the Hold Copy mode.

When placing a normal hold, no matter the barcode of the copy scanned, the hold is placed on the title so that the first available copy becomes the **In-Stock Hold**.

Placing holds in the **Hold Copy** mode means the patron will wait for these specific copies to be available as in-stock holds.