

Finding Shelf Expired Holds that are on Another Library's Hold Shelf

Best practice to keep materials moving:

1. **Daily** - Clear the hold shelf of Clearable Holds.
2. **Weekly** - Perform a visual scan of the hold shelf.

Daily and weekly, you will be keeping your own hold shelf clear. What about your items that are on another library's hold shelf?

3. **Monthly** - Run a report to find your library's items that are expired on the hold shelf at other libraries.

Running the report and tracking down your materials

1. Run the **Inventory List** report. **Shared Folders > ME Reports > Library Collections > Lists > Inventory List**
2. Select your location(s) as the **Call Number/Volume -> Owning Library**
3. Select all of your shelving locations as the **Shelving Location -> Location ID**
4. Select On Holds Shelf as the **Item Status -> ID**
5. Select all circ mods as the **Circulation Modifier -> Code**

Column	Transform	Action	User Params
Call Number/Volume -> Owning Library	Raw Data	In list	SRL-OR SRL-GE SRL-HQ SRL-HR Add[Del] SRL-HR SRL-NH SRL-OW SRL-PC SRL-SC
Shelving Location -> Location ID	Raw Data	In list	Adult DVD Adult Display 1 Adult Display 2 Add[Del] Adult DVD Adult Display 1 Adult Display 2 Adult Display 3
Item Status -> ID	Raw Data	In list	Missing Missing Pieces On Display On holds shelf Add[Del] On holds shelf
Circulation Modifier -> Code	Raw Data	In list	AudioBooks Award Books Biography BookClub Books Add[Del] AudioBooks Award Books Biography BookClub Books
Item -> Is Deleted	Raw Data	Equals	f

The output will look like this when sorted by **Copy Status Changed Time**.

Circulation Mod	Shelving Location	Call Number	Title	Author	Barcode	Status	Copy Status C	Latest Inv	Circ Library
Books	Juvenile Fiction	J FIC BON	Shivers! : the pirate book	Bondor-St	3005057038	On holds shelf	2023-09-06		Scenic Regional-Union
DVD	Adult DVD	DVD SAN	Sanditon. Season three		3007917964	On holds shelf	2023-09-27		Scenic Regional-St. Clair
Books	NonFiction	844.914 CAM	the myth of sisyphus and camus, alk		3005558975	On holds shelf	2023-10-10	2021-02-0	Scenic Regional-Union
Books	Young Adult Fiction	YA FIC HAN	We'll always have summ	Han, Jenn	3007682797	On holds shelf	2023-10-19		Scenic Regional-Warrenton
DVD	Adult DVD	DVD BEA	Beauty & the beast. The final seaso		3006043588	On holds shelf	2023-10-24		Scenic Regional-Sullivan
DVD	Adult DVD	DVD BEA	Beauty and the beast. The third sea		300604357+	On holds shelf	2023-10-24		Scenic Regional-Sullivan

Look up the Item Status for the book *Shivers* (the first item in the list). It has been on a hold shelf since 9/6/2023. It shows as Ready for Pickup in the requesting patron's account. Here is the transit completion information.

Most Recent Transit

Transit Source	SRL-UN
Transit Destination	
Transit Send Time	8/23/2023 12:49 PM
Transit Receive Time	9/6/2023 11:03 AM
Transit Cancel Time	

Contact the borrowing library and ask them to check the hold shelf for the item. If not found, **cancel the hold** and mark the book **Missing**.