

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.
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. Leave the Is Deleted field set to False
3. Select your location(s) as the Owning Library

Is Deleted

Operator: Equals

Filter value: False

Transform: Raw Data

Item -> Is Deleted

Owning Library

Operator: In List

Filter value: Filter: [X]

- ☒ Cass County Library-Archie
- ☒ Cass County Library-Bookmobile
- ☒ Cass County Library-Drexel
- ☒ Cass County Library-Garden City
- ☒ Cass County Library-Genealogy
- ☒ Cass County Library-Harrisonville
- ☒ Cass County Library-Northern Resource Center
- ☒ Cass County Library-Peculiar Express
- ☒ Cass County Library-Pleasant Hill
- ☐ Cedar County
- ☐ Crawford County
- ☐ The Kenton

Hold the Shift key to select a range.

Item -> [Left Required] Call Number/Volume -> Owning Library

4. Select all of your shelving locations as the Location ID
5. Select On Holds Shelf as the Copy status->id

Location ID

Operator: In List

Filter value: Filter: [X]

Shelving Location

- ☒ (ME)
- ☒ Adult Audiobooks (CASS)
- ☒ Adult Biography (CASS)
- ☒ Adult Blu-ray (CASS)
- ☒ Adult DVDs (CASS)
- ☒ Adult Fiction (CASS)
- ☒ Adult Graphic (CASS)
- ☐ Adult Non-Fiction (CASS)

Item -> [Left Required] Copy/Shelving Location -> Location ID

id

Operator: In List

Filter value: [Missing Pieces] [On Display] ☒ On holds shelf [On order] [On reservation shelf] [Reserves] [Reshelving] [Storage] [Unavailable]

Transform: Raw Data

Item -> [Left Required] Copy Status -> id

6. Select all circ modifiers as the Code(s)

Code

Operator

In List

Filter value

Filter:

Circulation Modifier

☒ AudioBooks

☒ Award Books

☒ Biography

☒ BookClub

☒ Books

☒ CD

☒ Comics

☒ DVDs

Transform

Raw Data

Item -> [Left Required] Circulation Modifier -> Code

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, alt		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**.