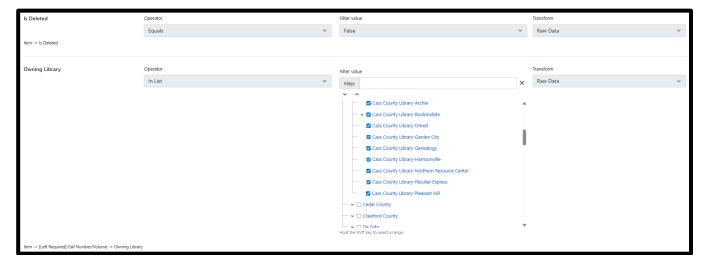
Finding Shelf Expired Holds that are on Another Library's Hold Shelf

Best practice to keep materials moving:

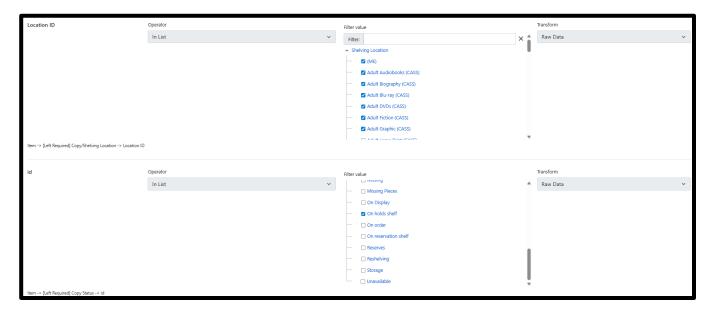
- 1. Daily Clear the hold shelf of Clearable Holds.
- 2. Weekly Perform a visual scan of the hold shelf.
- 3. Monthly Run a report to find your library's items that are expired on the hold shelf at other libraries.

Running the report and tracking down your materials

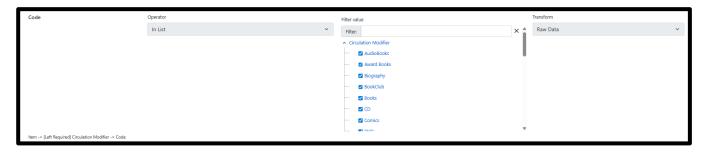
- 1. Run the Inventory List report. Shared Folders>ME Reports>Library Collections>Lists>Inventory List
- 2. Leave the Is Deleted field set to False
- 3. Select your location(s) as the Owning Library



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



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



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 (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-Unio	on
DVD	Adult DVD	DVD SAN	Sanditon. Season three		3007917964	On holds shelf	2023-09-27		Scenic Regional-St. C	Clair
Books	NonFiction	844.914 CAM	the myth of sisyphus and	camus, all	3005558975	On holds shelf	2023-10-10	2021-02-0	Scenic Regional-Unio	on
Books	Young Adult Fiction	YA FIC HAN	We'll always have summ	Han, Jenn	3007682797	On holds shelf	2023-10-19		Scenic Regional-War	renton
DVD	Adult DVD	DVD BEA	Beauty & the beast. The	final seaso	3006043588	On holds shelf	2023-10-24		Scenic Regional-Sulli	ivan
DVD	Adult DVD	DVD BEA	Beauty and the beast. Th	e third sea	300604357+	On holds shelf	2023-10-24		Scenic Regional-Sulli	ivan

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.



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**.