SEKnFIND CIRCULATION
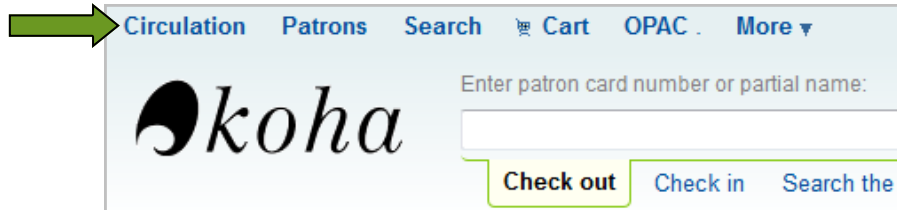
Pulling Holds

1. Run the Holds Queue

Circulation   Patrons   Search   🛒 Cart   OPAC .   More ▾

koha   Enter patron card number or partial name:

Check out   Check in   Search the c

Click Circulation in the top bar

---

oha   Enter patron card number or partial name:

[_____] Submit

Check out   Check in   Search the catalog

Circulation
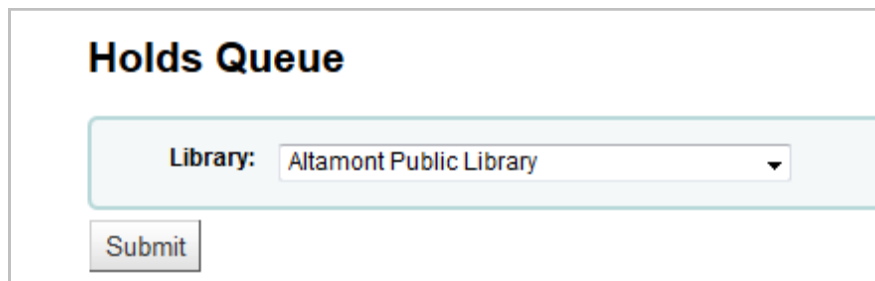
- Check out
- Check in
- Transfer
- Set library
- Fast cataloging

Circulation Reports
- Holds queue
- Holds awaiting pickup
- Hold ratios
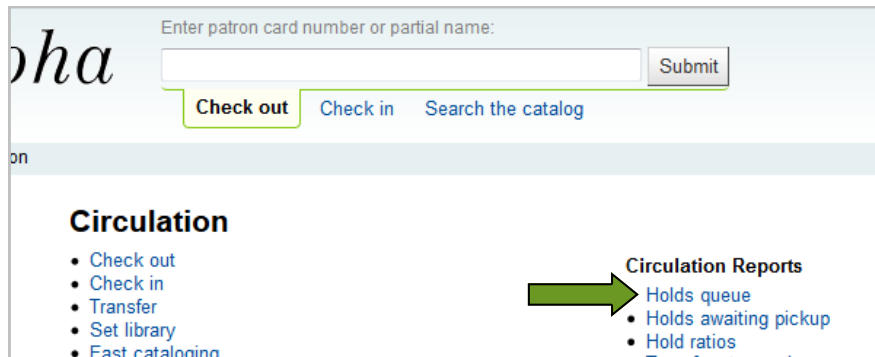
Under 'Circulation Reports' on the right, click "Holds Queue"

Holds Queue

Library: Altamont Public Library ▾

Submit

Choose your library and click 'Submit'

2. Print the list

Holds Queue

18 items found for IOLA

Title	Collection	Call number	Barcode		Send to	Date	Notes
The everything cast-iron cookbook / Cooper, Cinnamon. AdamsMedia, , 2010 : xii, 291 p. ; 24 cm. ISBN:	AB	641.589 C	34311002233931 or any available		CHANUTE	07/07/2013	
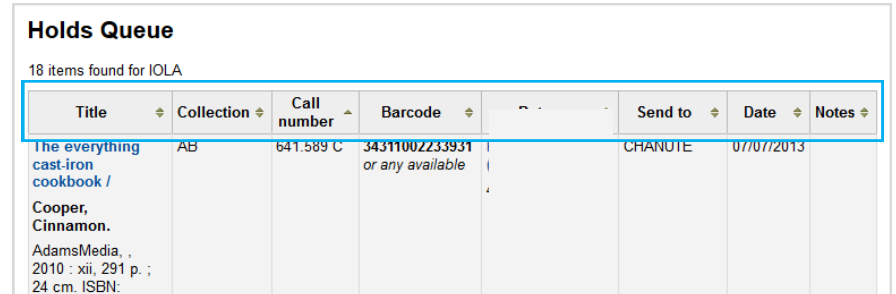
You can sort the queue by clicking the column titles ("Title", "Collection", "Call Number", etc.)

Koha › Circulation › Holds queue - Mozilla Firefox

Print… Page Setup… Page: |◀ ◀ 1 of 1 ▶ ▶| Scale: 80% ▾ ☐ Portrait ☐ Landscape Close

Koha › Circulation › Holds queue   http://sek-staff.sandbox.kohalibrary.com/cgi-bin/koha/circ/view_hold.

Scale

Iola Public Library (Set library) | jrobb (Log out) | Help

Holds Queue

4 items found for IOLA

Title	Collection	Call number	Barcode	Patron	Send to	Date	Notes
The South Beach diet quick & easy cookbook : 200 delicious recipes ready in 30 minutes or less / Agatston, Arthur S. Rodale ;	Distributed to the book trade by Holtzbrinck Publishers, ,	AB	IO08 641.5635 A	34311002143254 or any available		INDEPENDNC	12/18/2012	

Go to File > Print preview, or press Alt+F then V to open the Print Preview window.

You may need to change the Scale from 100% to 80% or vice versa to get all pages to print if there's more than one.

When you've got the preview showing everything it needs to, click 'Print…'

Pulling Holds

3. Pull the holds

Holds Queue

18 items found for IOLA

Title	Collection	Call number	Barcode	Patron	Send to	Date
The everything cast-iron cookbook / Cooper, Cinnamon. AdamsMedia, , 2010 : xii, 291 p. ; 24 cm. ISBN: 1440502250 (pbk.)	9781440502	AB	641.589 C	34311002233931 *or any available*		CHANUTE	07/07/2013
Great patchwork collection : a step-by-step guide to quilting. Better Homes and Gardens Books, , 1997 : 240 p. : 30 ISBN: 0696206455 :	AB	746.46 B	34311000073421 *or any available*		FTSCOTT	07/06/2013
Mouse paint / Walsh, Ellen Stoll. Harcourt, Inc., , 1989 : [32] p. : 19 x 23 cm. ISBN: 0152560254	9780152560256	JB	BR W	34311000120580 *or any available*		INDEPENDNC	07/05/2013
The Buddha the story of Siddhartha / PBS :	Distributed by PBS Distribution, , 2010 : 1 videodisc (approx. 120 min.) : 4 3/4 in. ISBN: 9781608831951	1608831957	DVD	DVD 294.3 B	34311002187806 *or any available*		IOLA	07/07/2013

4. Initiate the holds

Circulation   Patrons   Search   Cart   OPAC .   More ▾

koha

Scan a barcode to check in:

34314000158423   Submit

Check out   **Check in**   Search the catalog

Check in each item.

If the item is going to *another library*, you should see this:

Hold found: Hope's promise /
Hold for:
- Tammy
- S. 12th
  KS
- ·2855
- tammy   @yahoo.com

Transfer to: Humboldt Public Library

✓ Confirm hold and transfer

🖨 Print slip, transfer, and confirm   ✗ Ignore

a. Click 'Print slip, transfer, and confirm'

b. Place the slip in the item so that it is secure and easy to find.

c. The item is now in transit and ready to go in a courier bag for shipping.

If the item is for *your patron*, you should see this:

Hold found: Jane Eyre
Hold for:
- Katherine
- N. Washington
  , KS
- l-4304
- leaves@hotmail.com

Hold at Chanute Public Library

✓ Confi   🖨 Print slip and confirm   ✗ Ignore

a. Click 'Print slip and confirm'

b. Place the slip in the item so that it is secure and easy to find.

c. The item is now waiting for the patron. Notify the patron and check the item out when they arrive to pick it up.