To View A List of Items on Your Library’s Hold Shelf:

1. Choose View Outstanding Holds from the Function list.
   In the Limit Display To pane, Holds placed before will display today’s date.

2. In the Limit Display To pane limit the list of results to items on the hold shelf by selecting Hold Status from the drop-down list, and typing on holdshelf
   Note: holdshelf must be one word, not hold shelf.

3. In the Pickup Location pane, choose the location(s) for which you want to view outstanding holds. The location associated with your login appears first, and will be automatically selected.

4. Click View Outstanding Holds
   A list of holds will appear with patron information.

5. Click on Patron Info to sort the list by patron name.

6. Click on Print to print the list.

Note: The system updates the outstanding holds in this report during its nightly maintenance, any holds added to the hold shelf today will not appear.