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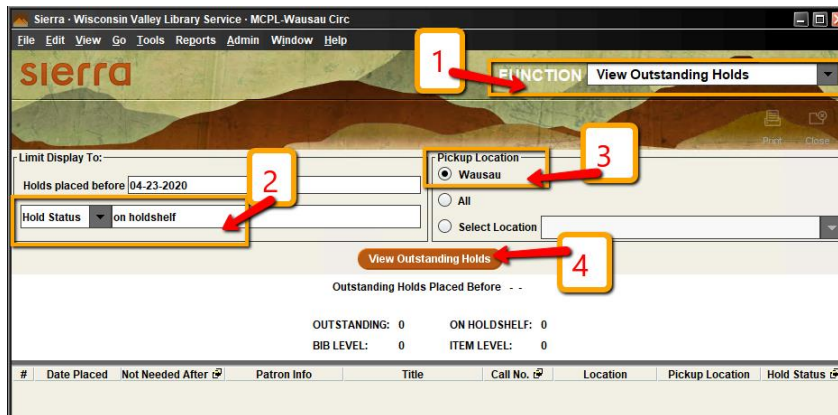
5. Click on **Patron Info** to sort the list by patron name.

6. Click on **Print** to print the list.
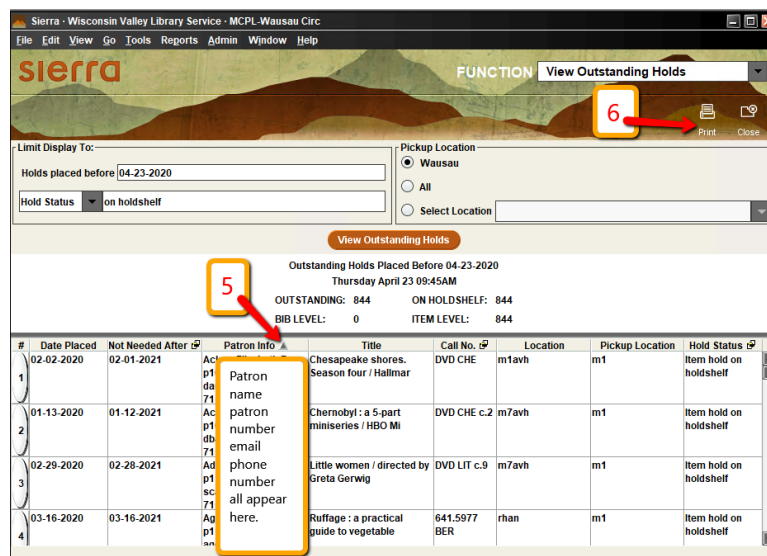
Note: The system updates the outstanding holds in this report during its nightly maintenance, any holds added to the hold shelf today will not appear.