

Find Items to Fill Local **Bib/Title Level** Holds

During periods of limited resource sharing due to Covid-19, WVLS recommends that you run this list regularly to catch any local item level holds that do not appear on your library's title paging lists.

If your library is not filling holds for other libraries at this time, you may use this list in place of the title paging list.

Use Create List to generate a list of local items that have a bib level hold for local pickup.

1. Go to Sierra's Create List function.
2. Select the review file starting with your library's two character code + items to fill local holds.
 - a. If there is no list for your library, send an email to help@librarieswin.org
3. Select the orange "Search Records" button
4. A warning message will pop up. "Warning: You are about to over-write the contents of this review file. Would you like to continue?"
 - a. Select the orange "Yes" button.
5. Select "Retrieve Saved Query"
 - a. Select the query starting with your library's two character code + items to fill local holds -it's near the bottom.
 - b. Select "select"
6. Select the orange Search button.
7. When complete, sort your list:
 - a. Select the orange "Sort Records" button
 - b. Select "Apply Saved Sort" from the bottom of the window
 - c. Select "items to fill local holds" it's near the bottom.
then "Select"
 - d. Select "Sort" back on the initial window
8. Next, print your list:
 - a. Select the orange "List Records" button
 - b. Select "Apply Saved List" from the bottom of the window
 - c. Select "items to fill local holds" it's near the bottom.
then "Select"
 - d. Select "print" button.

- e. The list will print to the selected Standard Printer

Pull items from the shelf.

Check in the items to fill holds

Note: Give Precedence to Local Holds has been enabled, there is no need to modify the holds queue.

1. Switch over to the Check-in No Patron function.
2. You will need to turn off the “check-in (Do not Fulfill Holds)” tool.
Remember to turn it back on when you are finished.
3. Check item to fill hold.

Note on Duplicate Items

If multiple copies of a title appear on your list, we recommend pulling only one of the copies listed. It is most likely that only one item will be needed to fill one hold. If there is more than one hold, the item(s) will appear on your list again the next day and you will be able to pull a copy to fill the additional hold.

Note on High Demand and Lucky Day Items

High Demand items may appear on your list. Sierra will not automatically fill the hold with a High Demand item if it is requested by a patron from another library, for pick-up at up at your library.

Lucky Day and other non-holdable items may appear on your list. Sierra will not automatically fill the hold with a Lucky Day or other non-holdable item.

Have a local procedure in place about whether or not to fill local holds on Lucky Day and High Demand materials. If you do fill the hold, the item needs to be checked out to the patron and their hold needs to be cancelled.

Note on Frozen Holds

Items to fill frozen holds will appear on the list. Patrons may not want the items at this time. Have a local procedure in place about whether or not contact patrons about the availability of frozen holds. If you do fill the hold, the item needs to be checked out to the patron and their hold may need to be cancelled.