

Use Create List to Find Local **Item Level** Holds

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

Use Create List to generate a list of local items that have an item 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 may 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 "item level holds local pickup" query - it's near the bottom.
 - b. Select "select"
6. Click in the Value A for row 1: "Item Location starts with"
 - a. Enter your library's two character code
7. Click in the Value A for row 2: "Item Hold Pickup Location equal to"
 - a. Enter your library's two character code
8. Select the orange Search button.
9. 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
10. 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 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.

