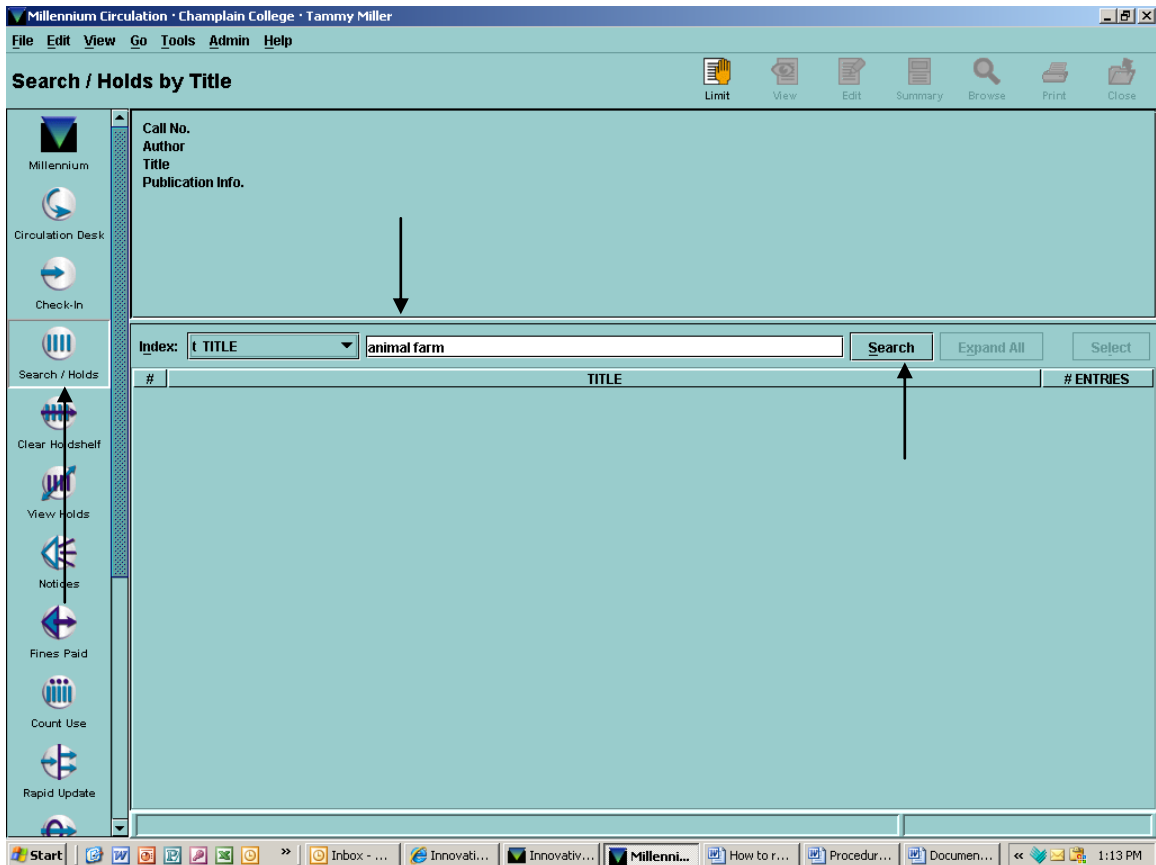


HOW TO CANCEL A RECALL OR A HOLD ON A BOOK (Circulation Coordinators or Library Aide IIs Only)

First, you must find the record for the book you would like to remove the hold from. You would find the book using “**Search/Holds,**” type the **title of the book** and click on the **Search** button:



Appendix B

Click on the **1 Item-Level Hold** or the **1 Bib-Level Holds**. For this example, only the 1 Item-Level Hold is available:

The screenshot shows the Millennium Circulation interface for Champlain College. The window title is "Millennium Circulation · Champlain College · Tammy Miller · b10329146". The menu bar includes File, Edit, View, Go, Tools, Admin, and Help. The main area displays the record for "Animal farm : a fairy story / by George Orwell ; with a preface by Russell Baker ; introduction by C.M. Woodhouse." with author "Orwell, George, 1903-1950." and location "cbstx". A vertical arrow points to the "1 Item-Level Hold" tab in the "Summary" section. Below the tabs is a table with the following data:

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i10365631	PR6029.R8 A598	0207600330261	cbstx	04-13-2007	1

At the bottom of the window, a status bar shows "i10365631 Checked out on 03-30-2007 10:28 to Miller, Tammy due on 04-13-2007" and "1 Attached Item Records". The taskbar at the bottom shows the Start button and several open applications including "Inbox - ...", "Innovati...", "Millenni...", "How to r...", "Procedur...", and "Documen...". The system clock shows "1:15 PM".

Appendix B

The Patron Information should be listed. Click on the **All** box. This will highlight the entry & make the **Cancel Holds** button active:

The screenshot shows the Millennium Circulation interface. The window title is "Millennium Circulation · Champlain College · Tammy Miller · b10329146". The menu bar includes File, Edit, View, Go, Tools, Admin, and Help. The toolbar contains icons for View, Edit, Summary, Browse, Print, and Close. The main area displays the following information:

Search / Holds by Title

b10329146

Author: Orwell, George, 1903-1950.
 Title: Animal farm : a fairy story / by George Orwell ; with a preface by Russell Baker ; introduction by C.M. Woodhouse.
 LOCATIONS: cbstx

Summary | Record I10365631 | 1 Item-Level Hold | 0 Bib-Level Holds

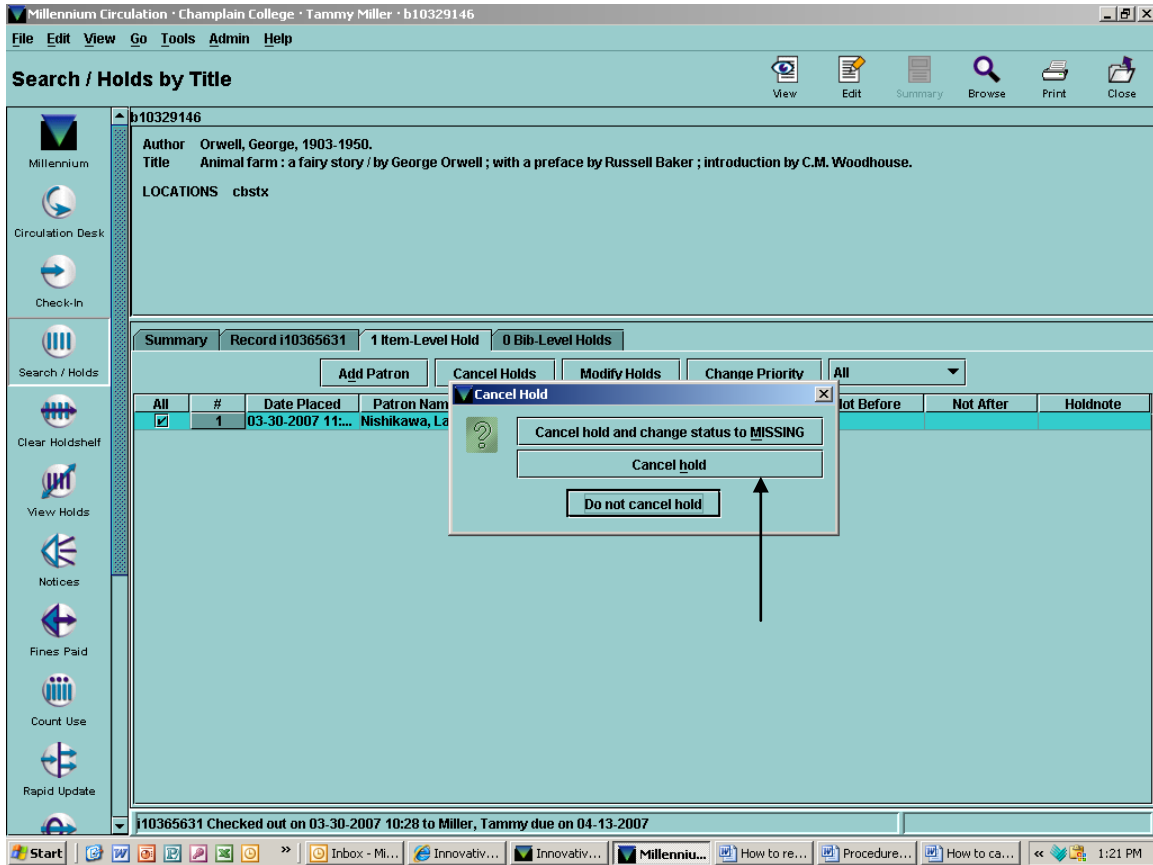
Buttons: Add Patron, Cancel Holds, Modify Holds, Change Priority, All (dropdown)

All	#	Date Placed	Patron Name	Patron Type	Pickup At	Limit To	Not Before	Not After	Holdnote
<input checked="" type="checkbox"/>	1	03-30-2007 11:...	Nishikawa, Lau...	Undergraduate ... c					

At the bottom, a status bar reads: "I10365631 Checked out on 03-30-2007 10:28 to Miller, Tammy due on 04-13-2007". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Mi...", "Innovativ...", "Millenniu...", "How to re...", "Procedure...", and "How to ca...". The system clock shows 1:20 PM.

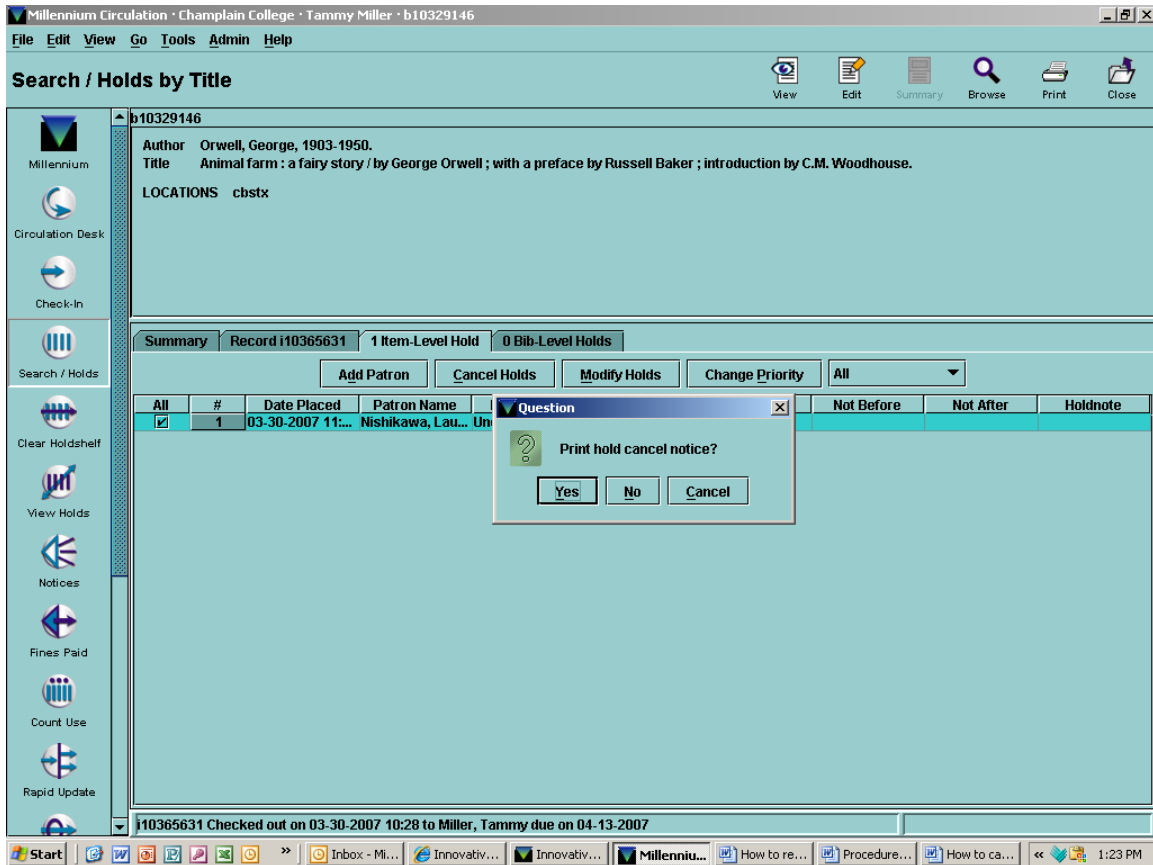
Appendix B

There will be several choices for reasons to cancel or recall a hold. For this example, I will choose the **Cancel Holds**:



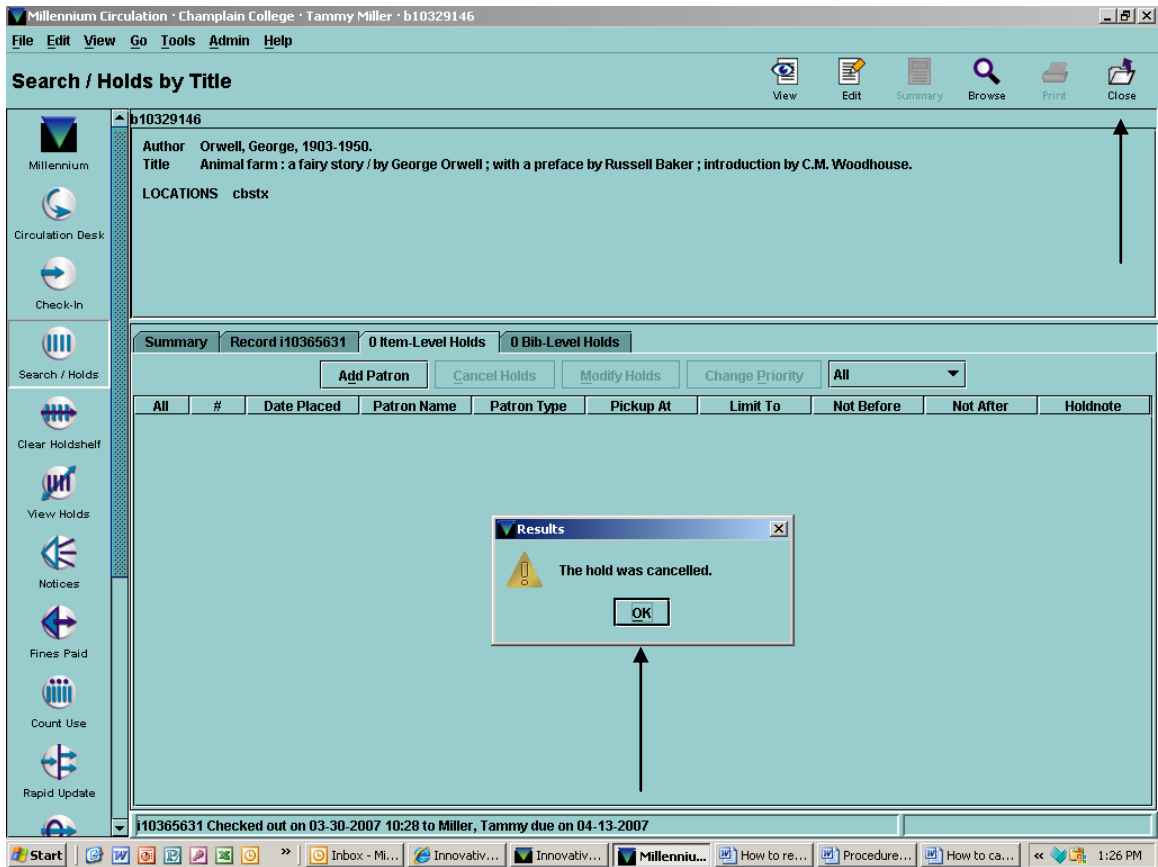
Appendix B

A pop up screen will appear asking if you want to **print a hold cancel notice**. It is your choice to print or not print a notice:



Appendix B

The next screen will verify that the hold was cancelled. Click **OK** to get out of the screen. You will also have to press the **Close** button:



Appendix B