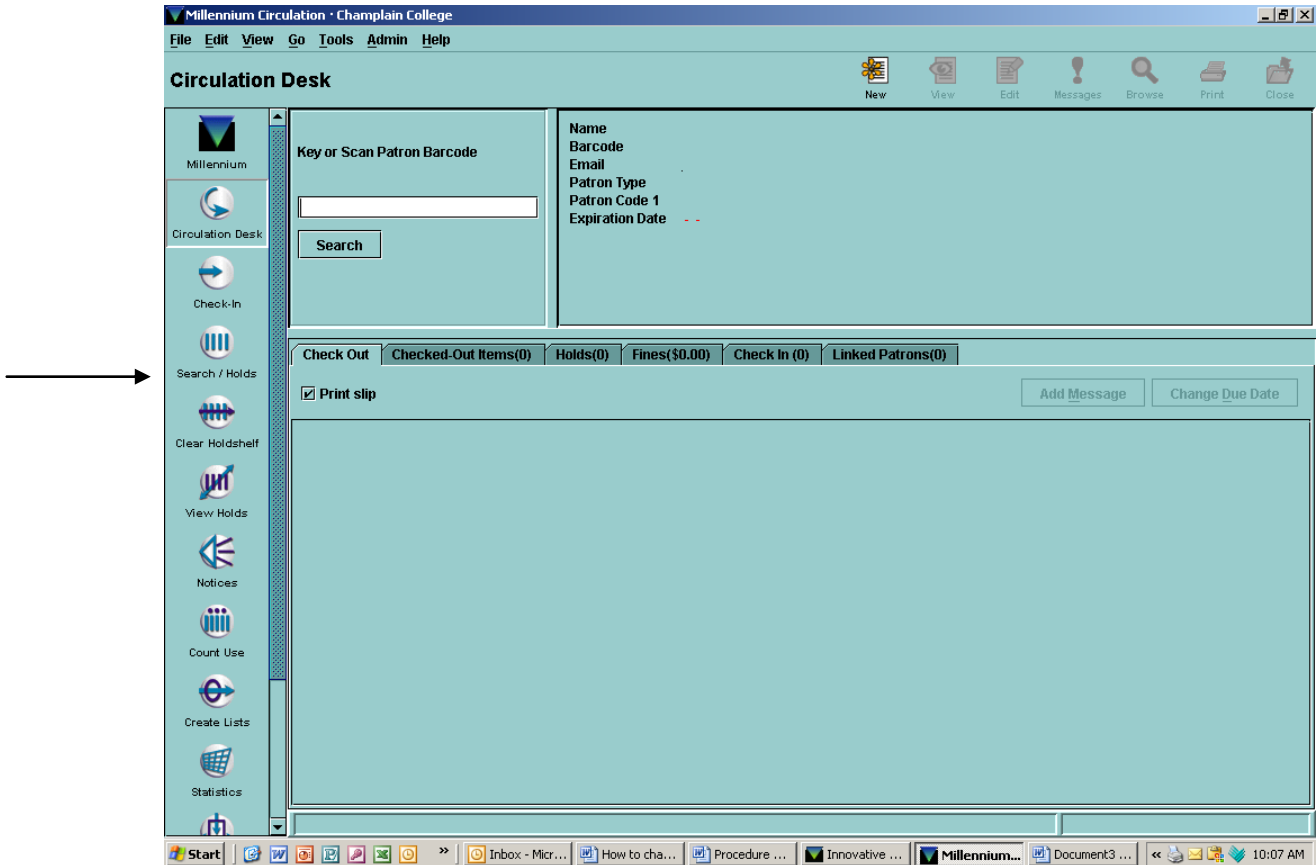


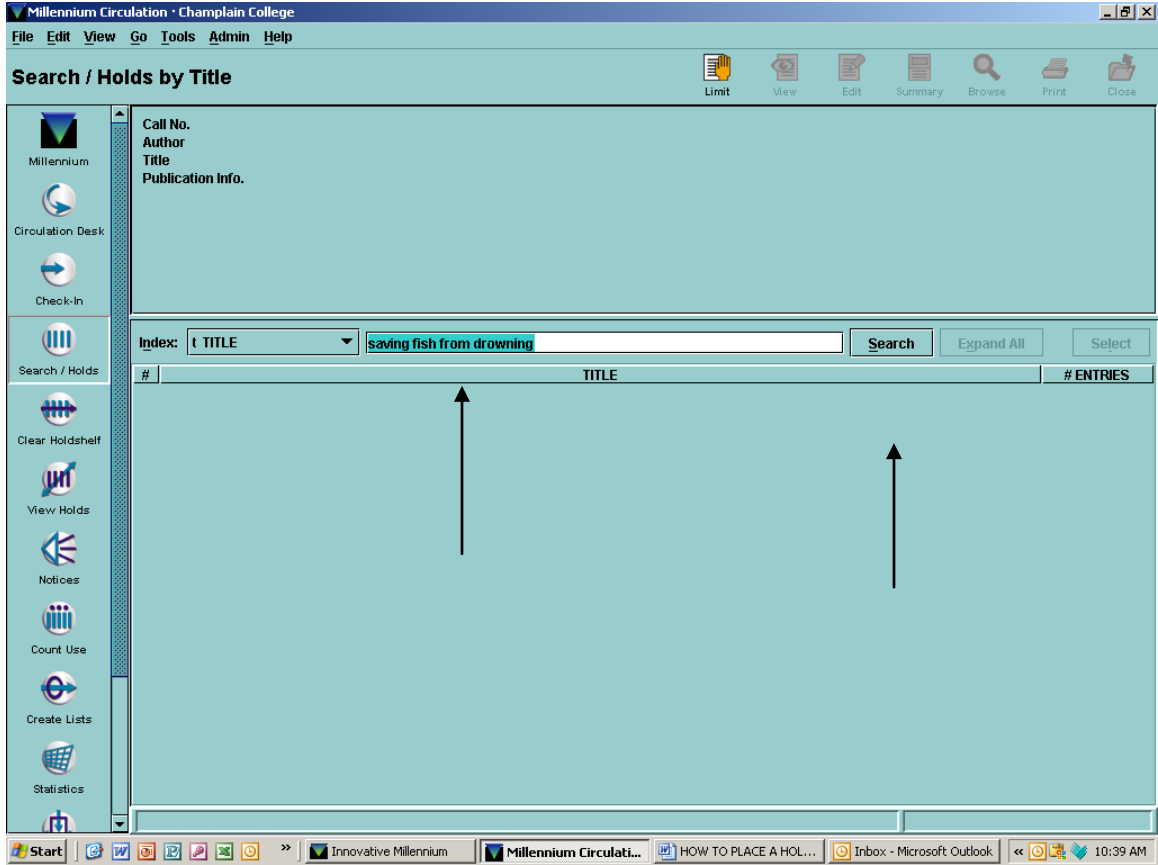
HOW TO PLACE A HOLD ON A BOOK (Circulation Coordinators & Library Aide IIs Only)

First, you must find the record for the book you would like to place the hold on. You would find the book using “Search/Holds.”



Appendix B

Type in the title of the book:



Click on the ‘Search’ button or press the “Enter.”

Appendix B

Click on the Hold Copy Returned Soonest Button:

The screenshot shows the Millennium Circulation software interface. The window title is "Millennium Circulation · Champlain College · b10730163". The menu bar includes File, Edit, View, Go, Tools, Admin, and Help. The toolbar contains icons for Save All, View, Edit, Summary, Browse, Export, Print, and Close. The main area displays search results for "b10730163".

Author: Tan, Amy.
Title: Saving fish from drowning / Amy Tan.
Call No. PS3570.A48 S23 2005
LOCATIONS: cbstx

Summary: Record i1075782x, 0 Item-Level Holds, 0 Bib-Level Holds

View: h Hold

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i1075782x	PS3570.A48 S23 2005	0207600432752	cbstx	10-06-2006	0

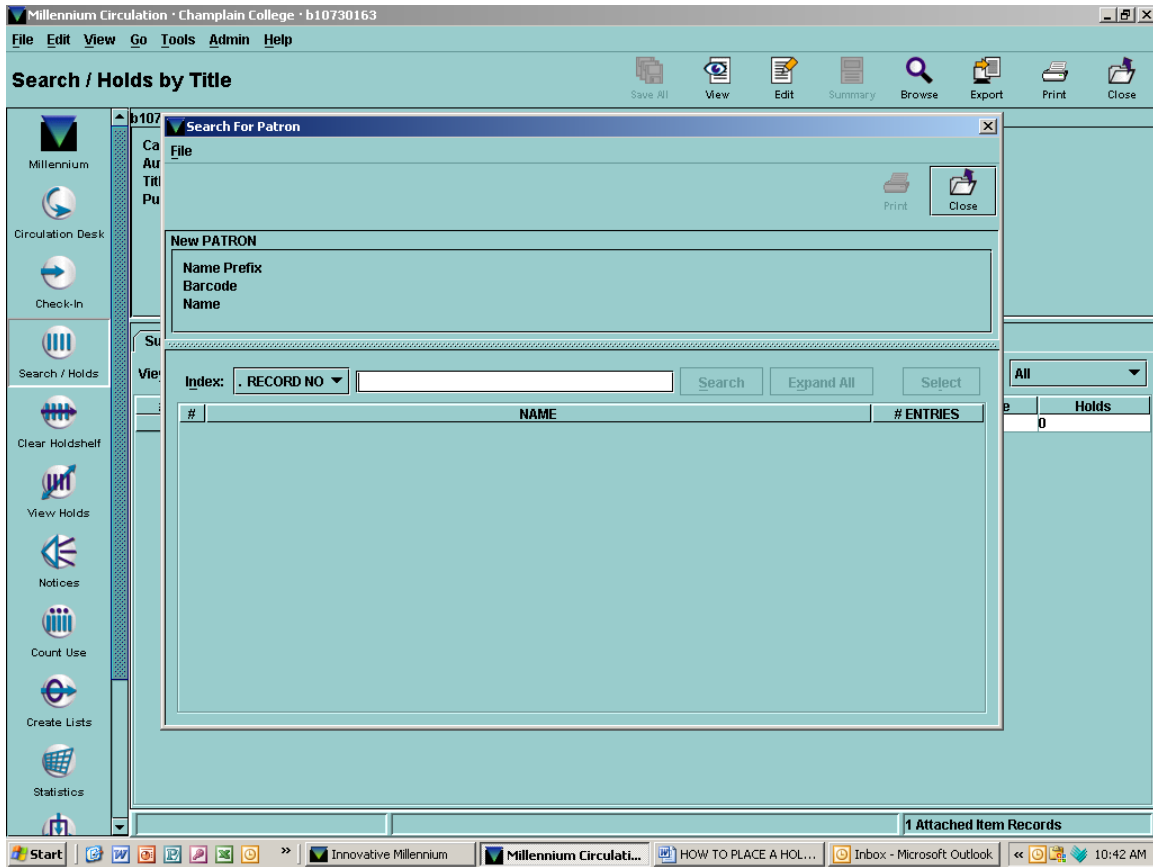
Buttons: Hold Copy Returned Soonest, Hold Selected Item, Transfer Holds, All

Footer: i1075782x Checked out on 06-09-2006 8:33 to Miller, Tammy due on 10-06-2006 | 1 Attached Item Records

Taskbar: Start, Innovative Millennium, Millennium Circulati..., HOW TO PLACE A HOL..., Inbox - Microsoft Outlook, 10:40 AM

Appendix B

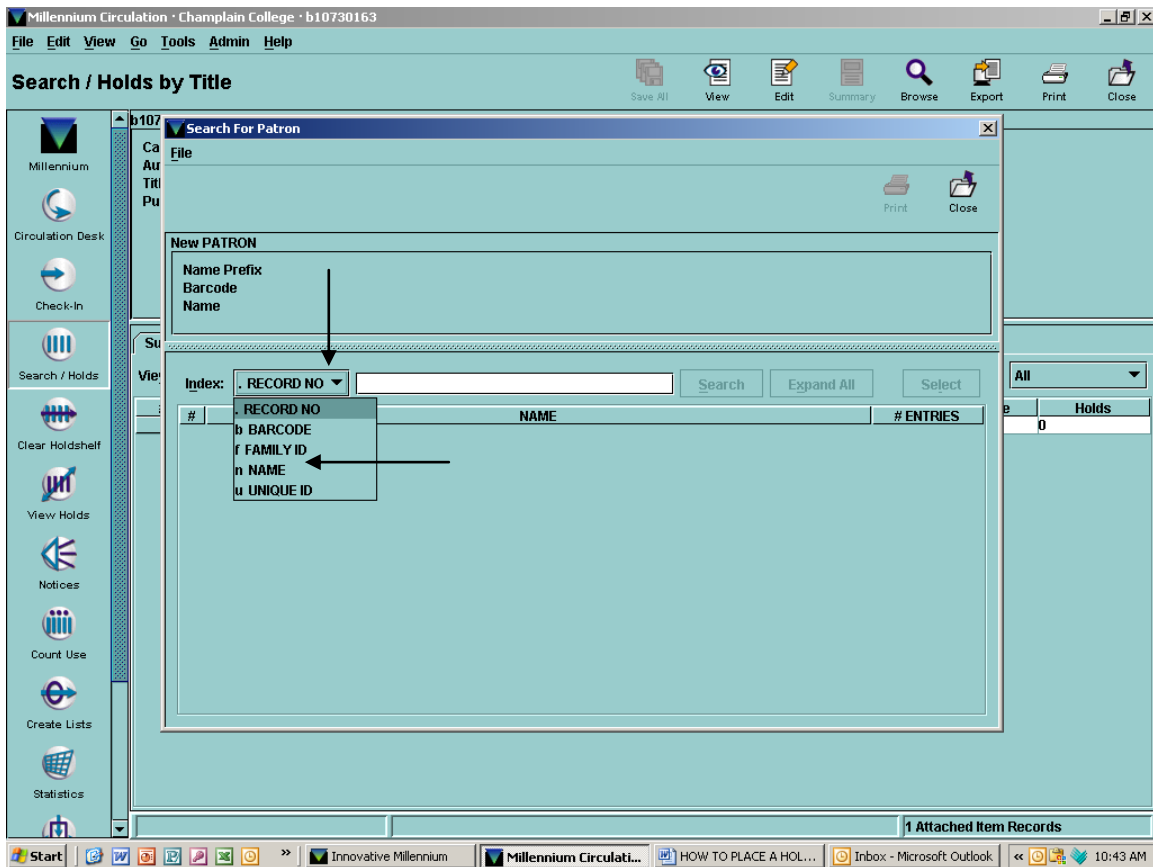
This will bring up the screen that you will put the name of the person who wants the book when it is returned:



The screen will have the ".Record NO" listed every time.

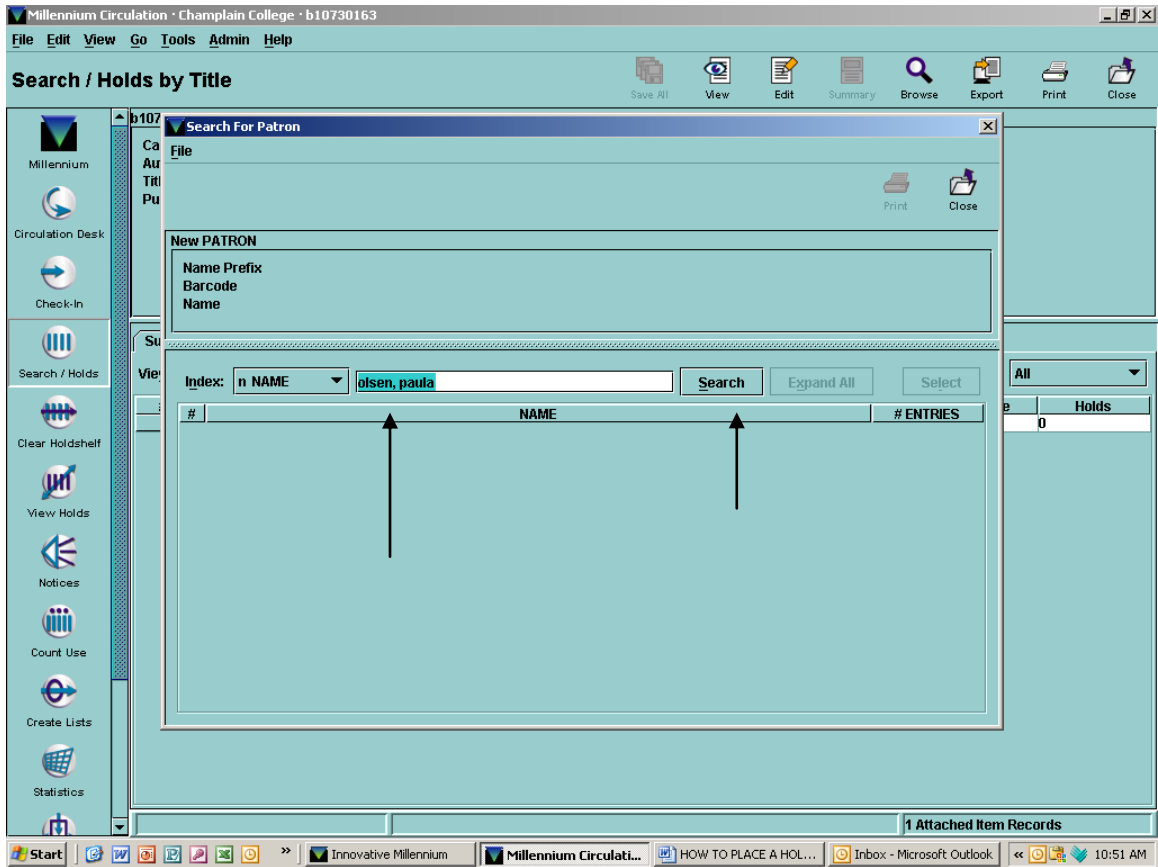
Appendix B

You have to click in the box to bring up a list to put the patron's name. Click on "Name" and type the person's name, last name first.



Appendix B

Once you type in the person's name, you press "Enter" or click on the "Search" button:



Appendix B

The next screen is very important. If you do not see a "Pickup Location:" button, than you will not be able to place a hold on the book.

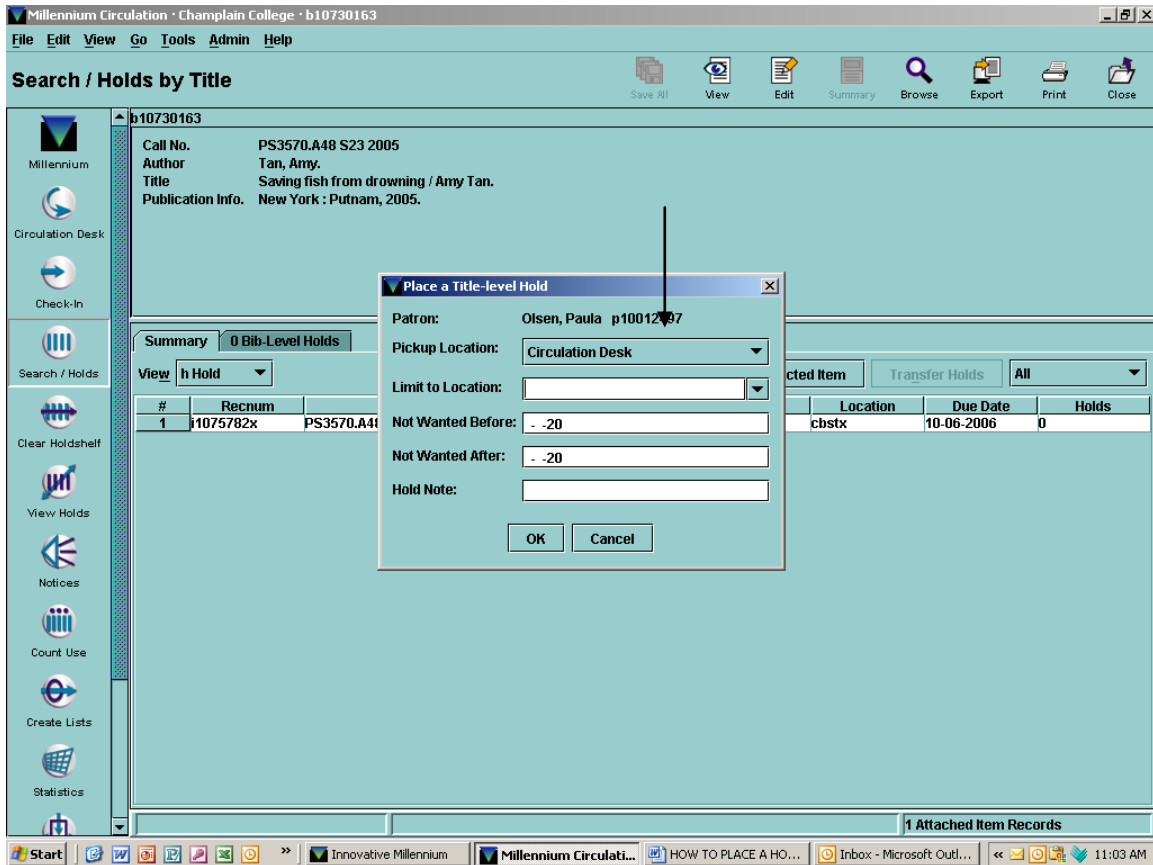
The screenshot shows the Millennium Circulation software interface for Champlain College. The main window displays a book record for 'Saving fish from drowning' by Amy Tan. A dialog box titled 'Place a Title-level Hold' is open, allowing a user to place a hold for patron 'Olsen, Paula p10012197'. The dialog includes fields for 'Pickup Location', 'Limit to Location', 'Not Wanted Before', 'Not Wanted After', and 'Hold Note'. The background interface shows a 'Summary' tab with '0 Bib-Level Holds' and a table with one record.

#	Recnum	PS3570.A4
1	1075782x	PS3570.A4

Location	Due Date	Holds
cbstx	10-06-2006	0

Appendix B

You want to change the “Pickup Location:” to “Circulation Desk.” Realistically, this is your own choice:



You do not have to do anything with the “Limit to Location.” Also, you do not have to change the “Not Wanted Before:”, or the “Not Wanted After:”, unless the patron gives you this information. This is also true with the “Hold Note” option.

Click “OK” when you are all set.

Appendix B

This will put a hold on the book for the patron. When the book is returned, the patron will receive an e-mail from the Champlain College Library that the book is waiting for them at the Circulation Desk.

The screenshot shows the Millennium Circulation software interface. At the top, the title bar reads "Millennium Circulation · Champlain College · b10730163". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", and "Help". Below the menu bar is a toolbar with icons for "Save All", "View", "Edit", "Summary", "Browse", "Export", "Print", and "Close".

The main content area is titled "Search / Holds by Title" and displays the following book information:

- Call No. PS3570.A48 S23 2005
- Author Tan, Amy.
- Title Saving fish from drowning / Amy Tan.
- Publication Info. New York : Putnam, 2005.

An arrow points from the "Title" field to the "1 Bib-Level Hold" tab in the "Summary" section. The "Summary" section also shows "Record i1075782x", "0 Item-Level Holds", and "1 Bib-Level Hold". Below this, there are buttons for "View h Hold", "Hold Copy Returned Soonest", "Hold Selected Item", and "Transfer Holds".

The "View h Hold" section contains a table with the following data:

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i1075782x	PS3570.A48 S23 2005	0207600432752	cbstx	10-06-2006	0

At the bottom of the interface, a status bar shows "i1075782x Checked out on 06-09-2006 8:33 to Miller, Tammy due on 10-06-2006" and "1 Attached Item Records". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "11:07 AM".

Appendix B