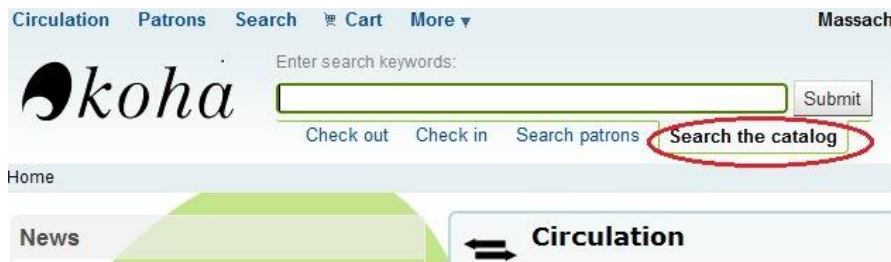


Placing or Suspending a Hold Request from the Staff Area of MassCat

Placing a Hold:

Login to MassCat using your username and password.

At the welcome screen, click the "Search the catalog" box. Enter search terms to find the item you wish to place a hold on:



The screenshot shows the MassCat search interface. At the top, there are navigation tabs: Circulation, Patrons, Search, Cart, and More. Below these is the Koha logo and a search input field with a 'Submit' button. Underneath the search field are links for 'Check out', 'Check in', 'Search patrons', and 'Search the catalog', which is circled in red. At the bottom, there are 'News' and 'Circulation' buttons.

Depending on the situation, you will either be taken to a list of results or directly to the item you are searching for. If you have a list of results, click the "Holds" link by the title you wish to request:

44 result(s) found for 'kw,wrld: vegan'. Sort By: Relevance

Select all | Clear all | Unhighlight | Add to: Save |  Place hold | Z39.50 Search

Results		
	<input type="checkbox"/> 1. Being A Vegan Everything You Need to Know About by Weiss Stefanie Iris . ISBN: . Type: Book; Format: regular print Publisher: Rosen 2000 Holds Edit record Edit items	2 items, 2 available <ul style="list-style-type: none"> Massachusetts State Library ADULT FICTI Book Dartmouth High School Book2week
	<input type="checkbox"/> 2. The 30-day <u>vegan</u> challenge : the ultimate guide to eating cleaner, getting leaner, and living compassionately by Patrick-Goudreau, Colleen . Description: p. cm . ISBN: 9780345526175 (pbk. : alk. paper); 9780440423676 (ebook). Edition: 1st ed. Type: Book; Format: print bibliography ; Literary form: not fiction Publisher: New York : Ballantine Books, c2011. Other title: Thirty day <u>vegan</u> challenge. Holds Edit record Edit items	1 item, 1 available <ul style="list-style-type: none"> Lanesborough High School [613.2 Goudreau] Book2week
	<input type="checkbox"/> 3. 150 <u>vegan</u> favorites : fresh, easy, and incredibly delicious recipes you can enjoy every day by Solomon, Jay	1 item, 1 available <ul style="list-style-type: none"> Dartmouth High School Book2week

You can request more than one title for a patron at the same time by checking the box next to each title and then clicking the "Place Hold" button:

44 result(s) found for 'kw,wrld: vegan'. Sort By: Re

Select all | Clear all | Unhighlight | Add to: Save **Place hold** Z39.50 Search

Results		
	<input checked="" type="checkbox"/> 1. Being A Vegan Everything You Need to Know About by Weiss Stefanie Iris . ISBN: . Type: Book; Format: regular print Publisher: Rosen 2000 Holds Edit record Edit items	2 items, ① Mass: ADUL Book ① Dartm Book2
	<input checked="" type="checkbox"/> 2. The 30-day vegan challenge : the ultimate guide to eating cleaner, getting leaner, and living compassionately by Patrick-Goudreau, Colleen . Description: p. cm . ISBN: 9780345526175 (pbk. : alk. paper); 9780440423676 (ebook). Edition: 1st ed. Type: Book; Format: print bibliography ; Literary form: not fiction Publisher: New York : Ballantine Books, c2011 Other title: Thirty day vegan challenge. Holds Edit record Edit items	1 item, ① Lanes [613.2 Book2
	<input type="checkbox"/> 3. 150 vegan favorites : fresh, easy, and incredibly delicious recipes you can enjoy every day	1 item, ① Dartm

If you were taken directly to the record for the item you wish to request, click the "Place Hold" button in the toolbar at the top of the record:

Place Hold

The vegan sourcebook : living with conscience, conviction, and compassion /

- ISBN: 1565658809
- Subjects:
 - Veganism.

You will be asked for the card number of part of the name of the patron you are placing the request for. Enter that information in the box:

Place a hold on **Being A Vegan**

Patron:
Enter patron card number or partial name:

You will be taken to the "Place Hold" screen. Your library will be the default pickup location for this request. If you wish to request the next available copy from any holding library, make sure the box next to "Place a hold on the next available copy" button is checked off, then click the "Place Hold" button in the upper portion of the screen:

Place a hold on [The vegan sourcebook](#) :

Hold details

Patron: [Nora Blake \(1\)](#)
 Priority: 1
 Notes:

Pickup at:

Place a hold on the next available copy

If more than one library holds the item that you are requesting and you want to make a request of a specific library, place a check mark next to the name of the library you would like to send your request to and click the "Place Hold" button toward the bottom of the screen:

Place a hold on [The vegan sourcebook](#) :

Hold details

Patron: [Nora Blake \(1\)](#)
 Priority: 1
 Notes:

Pickup at:

Place a hold on the next available copy

Place a hold on a specific copy

Hold	Item type	Barcode	Home Library	Last Location	Call number	Information
<input type="checkbox"/>	MassCat Loanable	3350233502013376427	Lexington High School Library		641.5 STE	Not on hold
<input type="checkbox"/>		000222555111	Main Library		TEST NoraB	Not on hold

Once you've completed your request, you'll get the following result screen:

Place a hold on **Being A Vegan**

Patron:
Enter patron card number or partial name:

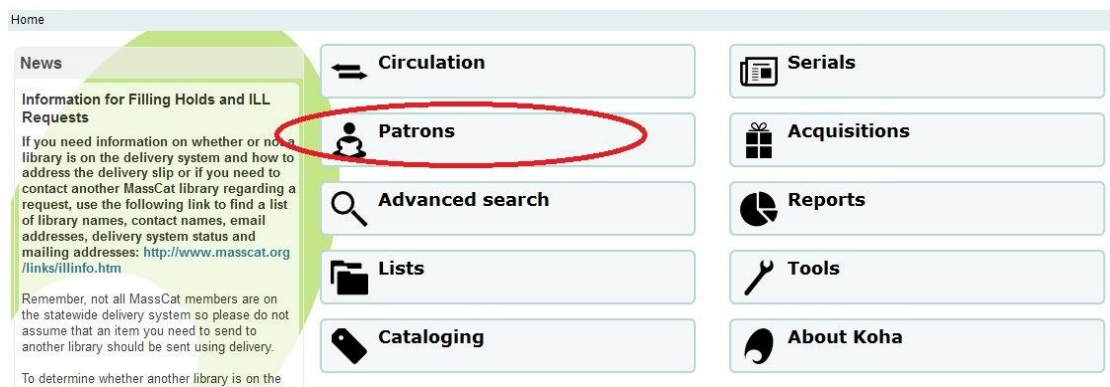
Existing holds

Priority		Patron	Notes	Date	Expiration	Pick up library	Details		
1	↑↑↓	Nora Blake		07/27/2012		Massachusetts Library System - Whately Office	Only item 33710000999927	↓	<input type="button" value="Suspend until"/> <input type="button" value="Clear Date"/>


Suspending Hold Requests:

If a patron would like, hold requests can be suspended (delayed) until a certain date. This could be useful if a patron is going to be unable to receive any hold requests for an extended period of time. Staff can suspend hold requests on behalf of a patron using the staff area and patrons with a username and password can suspend hold requests on their own.

Staff can suspend hold requests on behalf of a patron in two ways. One way is for staff to access the patron's account and suspend all the hold requests on a patron's account. Do this by clicking on the "Patrons" link from the staff home page:



Then either scan the patron's library card or search for the patron by name. Click "Search" or press the "enter" key on your keyboard:



You can also click on the "Search Patrons" link from the box at the top of the home page in the staff area:



You will be taken to the account for the patron:



Locate the items the patron already has checked out. They will appear toward the bottom of the screen. Click the "holds" tab:

Patron messaging preferences

	Days in advance	Email	Digests only?
Unknown	-	<input type="checkbox"/>	-
Unknown	-	<input type="checkbox"/>	-
Unknown	-	<input type="checkbox"/>	-
Item due	-	<input type="checkbox"/>	<input type="checkbox"/>
Advance notice	0 ▾	<input type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	-
Hold filled	-	<input type="checkbox"/>	-
Item check-in	-	<input type="checkbox"/>	-

A
S
F
A
A
C
Z
E

Edit

Checkout(s) Fines & Charges **1 Hold(s)**

Patron has nothing checked out.

The screen will change and look like this:

Checkout(s) Fines & Charges **1 Hold(s)**

Hold date ▾	Title ◆	Call number ◆	Barcode ◆	Priority ◆	Delete? ◆
06/27/2012	Library use of ebooks.	027.70973 LIBRARY	33710000011101	2	No ▾

Cancel marked holds

Suspend all holds until Specify date on which to resume (MM/DD/YYYY):

Resume all suspended holds

To suspend all holds, click on the box next to the "Suspend all holds" button. Choose the date the holds should be suspended until and then click the "Suspend all holds" button:

Checkout(s) Fines & Charges **1 Hold(s)**

Hold date ▾	Title ◆	Call number ◆	Barcode ◆	Priority ◆	Delete? ◆
06/27/2012	Library use of ebooks.	027.70973 LIBRARY	33710000011101	2	No ▾

Cancel marked holds

Suspend all holds until **07/25/2012** Specify date on which to resume (MM/DD/YYYY):

Resume all suspended holds

To resume suspended hold requests for a patron, choose the date the holds should be active on and click the "Resume all suspended holds" button"

Checkout(s) Fines & Charges **1 Hold(s)**

Hold date ▾	Title ◆	Call number ◆	Barcode ◆	Priority ◆	Delete? ▾
06/27/2012	Library use of ebooks.	027.70973 LIBRARY	33710000011101	2	No ▾

Cancel marked holds

Suspend all holds until Specify date on which to resume (MM/DD/YYYY):

If a patron would like you to suspend just one or two titles, search for each title in the staff area. When the correct title is found, click the "Holds" link. You will be taken to all the holds that all patrons of all libraries of MassCat have on the title. Locate your patron's hold request from the list, enter the date the hold request should be suspended until, then click the "Suspend" button:

Existing holds

Priority	Patron	Notes	Date	Expiration	Pick up library	Details	
1 ▾	Nora Blake		07/27/2012		Massachusetts Library System - Whately Office	Only item 33710000999927	<input type="button" value="Suspend"/> <input type="text" value="07/30/2012"/> <input type="button" value="Clear Date"/>

Update hold(s)

Continue searching for each title the patron would like to suspend and suspend them the same way.

When finished, either log out of the system or move on to other tasks.