The majority of your holds will be patron placed holds (PPH) through Pika. However, on occasion a staff member might need to place a hold for the patron through Sierra.

Click **Search/Holds** function from the dropdown menu.



Type the title of the item you would like to place a hold on for the patron. You can narrow your search by Format, Language, Location and Phrase. 

You can click on the **Select** button or double click on title of the item to get access to place it on hold.

If the record has more than one item attached, you will see multiple listings. Click on the item you want the hold placed for the patron. Click **Hold Selected Item** to place an item level hold.



Clicking on the Hold Selected Item will put an **item level hold** on the item. 

The **Search for Patron** pop-up box will appear. You can enter the **b PATRON BARCODE**, **n NAME**, **u** **ID** (unique ID), **f FAMILY ID** or **.RECORD #** for the dropdown menu.



**Tip**: you can find the **.Record #** for the patron when editing their account.



Once a format to look up the patron information has been decided, click **Search** to place the hold.



The **Place an Item-level** Hold pop-up box will appear. The **Pickup Location** will be the location of your library. You can change the **Not Wanted Before:** & **Not Wanted After:** to dates that will narrow down how long the patron is willing to wait or needs the item. **The Hold Note:** is for any information you want to share with your staff about the hold or patron. Click **OK**. This will put the hold on the patron’s account.



You can verify your hold a few ways. One way is to use the **Search/Holds** function. Type in the title of the item. Clicking on the **Item-Level Hold** tab will allow you to see the item information.



Clicking on the box next to the item will allow you to Add Patron, Cancel Holds, Modify Holds and Change Priority. There is a dropdown to change from **All** to **Current Location**.

  

You can also verify and/or view the hold on the patron’s record. Click on the **Check Out (Circulation Desk)** function in the dropdown menu. Enter the patron’s name or barcode. Click on the **Holds** tab to see the item. **Clicking in the box under All** will allow you to **Add Holds**, **Cancel Holds**, **Modify Holds** and **View Cancelled Holds** from this screen.

