

Clean Holds (Daily)

- Log in as Reports
- Look for “Clean Holds:YourLibraryName.” View the report, making sure “log” and “format” are not checked, but that “result” is checked. Print report. Delete the report once printed.
- Search for these items on your hold shelves. Take those found and check them in Workflows “Check Item Status.” Follow the instructions accordingly, either by reshelving them, or transiting them on to specified libraries.
- Any items NOT found need to be checked out in Workflows to MISSHOLD(user id).
- Every Wednesday, process your List MISSHOLD list.
- Don’t be surprised if some of them are checked out. Sometimes by the time you get to the list, the patron will have gotten there first.
- After 3 months on either list (at the earliest) set your library’s items MISSING.