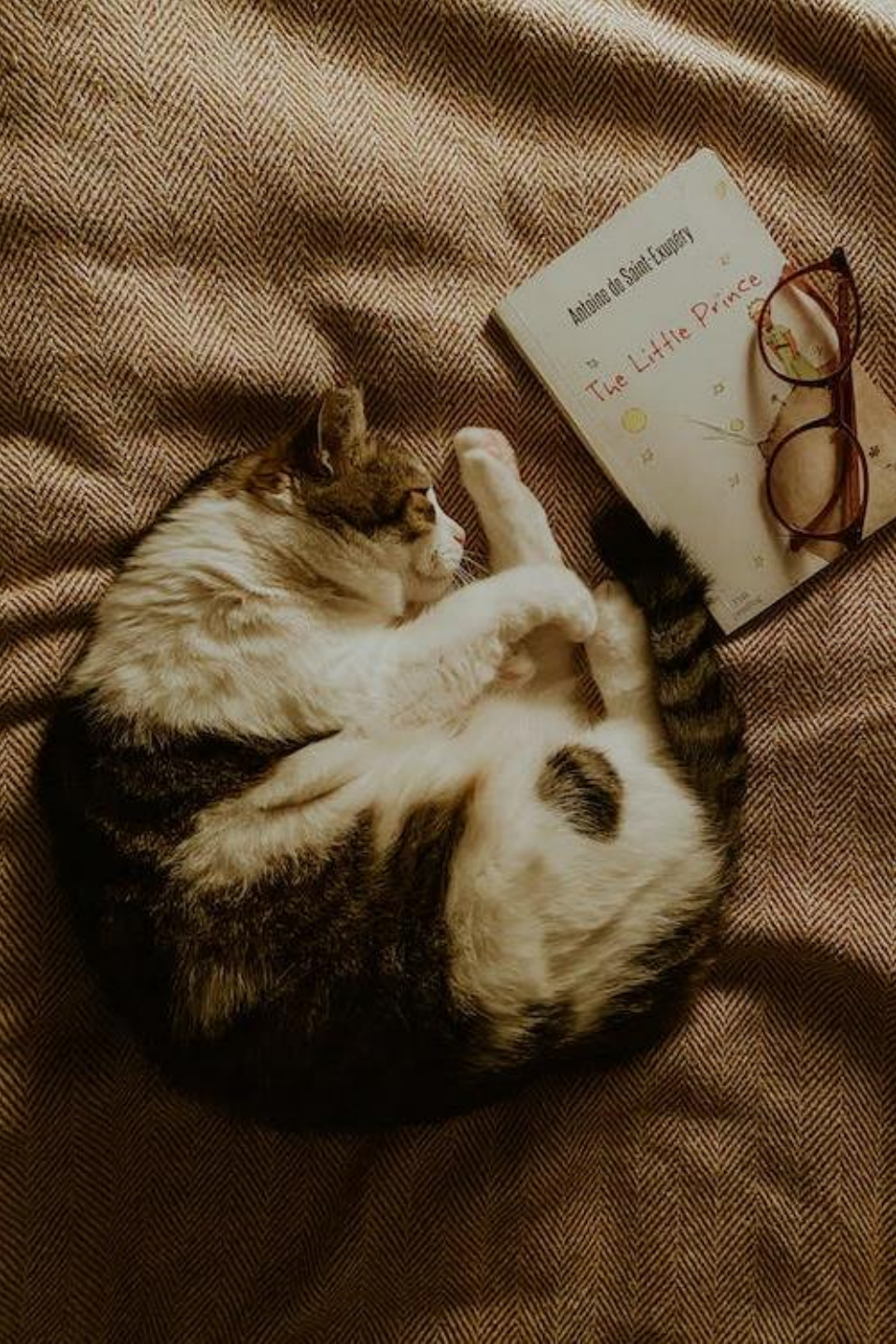




Circulation Reminders



Holdings Tips

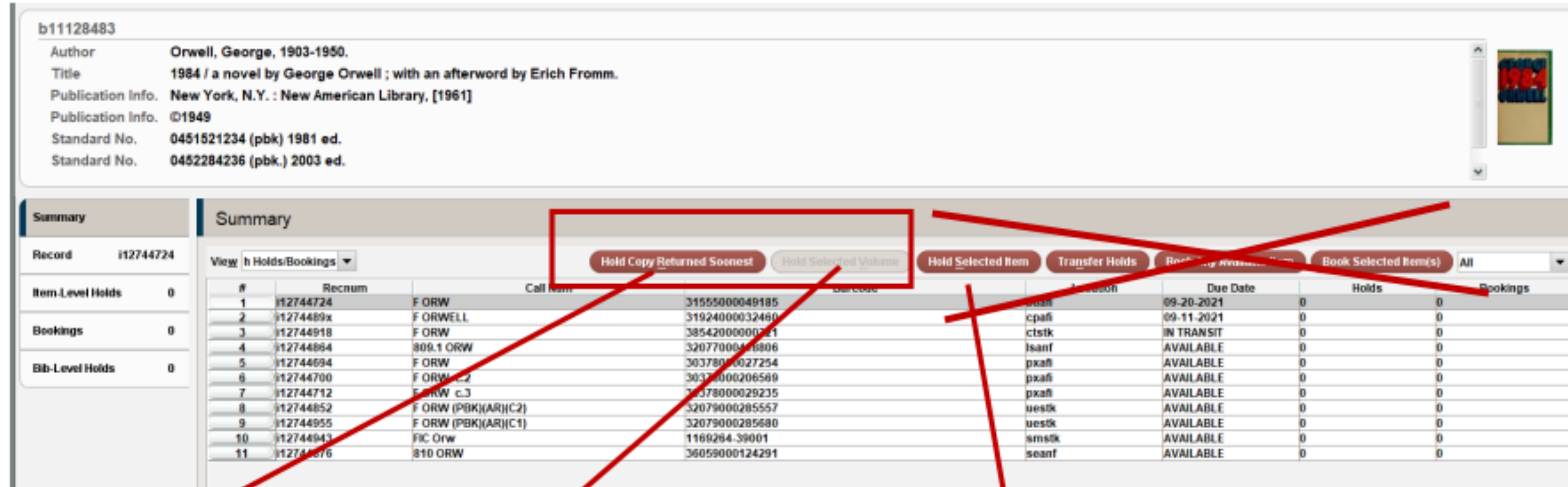
Handy tips document
available here:

<https://support.prairiecat.info/documentation/policies-procedures-documentation-sierra-essentials-holds-0>

Or, search for holds tips on support site!

Placing holds in Sierra may seem straight forward, but there are several things you need to know to place them properly!

When placing holds for patrons or for your personal use, only use one of the first 2 options to place the hold:



b11128483

Author: Orwell, George, 1903-1950.
 Title: 1984 / a novel by George Orwell ; with an afterword by Erich Fromm.
 Publication Info. New York, N.Y. : New American Library, [1961]
 Publication Info. ©1949
 Standard No. 0451521234 (pbk.) 1981 ed.
 Standard No. 0452284236 (pbk.) 2003 ed.

Summary

Record: 112744724

View: h Holds/Bookings

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	112744724	F ORW	3155500049185	cpaf	09-20-2021	0	0
2	11274489x	F ORWELL	3192400032480	cpaf	09-11-2021	0	0
3	112744918	F ORW	3854200000211	ctstk	IN TRANSIT	0	0
4	112744884	808.1 ORW	3207700011806	lsanf	AVAILABLE	0	0
5	112744694	F ORW	3037800027254	pxaf	AVAILABLE	0	0
6	112744700	F ORW c.2	3037800020658	pxaf	AVAILABLE	0	0
7	112744712	F ORW c.3	3037800029235	pxaf	AVAILABLE	0	0
8	112744852	F ORW (PBK)(AR)(C)2	3207900028557	uestk	AVAILABLE	0	0
9	112744955	F ORW (PBK)(AR)(C)1	3207900028560	uestk	AVAILABLE	0	0
10	112744943	FIC Orw	1168264.39001	smsk	AVAILABLE	0	0
11	112744876	810 ORW	36059000124291	seanf	AVAILABLE	0	0

Hold Copy Returned Soonest places a Bib-Level Hold so that any available item on the record can fill the hold.

Hold Selected Volume places a Volume-Level Hold so that any available item linked to that volume can fill the hold.

Hold Selected Item places an Item-Level Hold so only that specific item can fill the hold. This is intended for Technical Services use, for example, the item needs to have a new call number assigned and new spine label applied, but the item is currently checked out. An item level hold is placed so when the book is returned, it will be routed to Technical Services.

ITEM-LEVEL HOLDS ARE NEVER PAGED! If you place a hold with this option for a patron or a staff member, you have just placed a hold that will never be filled!



Old Billed Items

Items are billed when they are:

- 21 or 28 days overdue (fine free libraries only)
- 44 days overdue
- Billed items remain in the catalog and on the patron's record for 1 year.
- A monthly report lists items with due dates of 1 year ago and libraries have that month to check their shelves for those items
- Items are withdrawn the following month from the catalog, but the bill remains on the patron's record

Old Billed Items

- If an item is found, check it in. The item's status changes to available and the bill is removed from the patron's record. If applicable, an overdue fine is assessed.
- If the item is not found, DO NOTHING!
- DO NOT mark the item for discard/withdrawal.
- DO NOT mark the item missing or lost or any other status.
- Items that have their status changed error out of the delete process.



Old Billed Items Historical Report

- This report is available on the support site, always in the current month only.
- Is a compilation of past reports. The current timeframe is Items Due January 2021 – September 2022. Is updated each month to include the most recent month.





PrairieCat Email Account

- Per PrairieCat policy, each library is responsible for processing 1 paging list each day the library is open
- If your school has multiple locations, each location has its own email account with its own paging list
- The email account is also used for direct library-to-library communication and direct PrairieCat staff-to-library communication
- You will also receive notices in your email account

PrairieCat Email Account

- Bills are sent to the owning library. If your item is borrowed by a patron from another PrairieCat library and the item is not returned, the bill is sent to you. You are responsible for printing and mailing those notices!
- Documentation for other notifications you may receive in the account is available here:

<https://support.prairiecat.info/documentation/policies-procedures-documentation-circulation-prairiecat-email-address>



PrairieCat Statistics

- Monthly statistical reports are available on the PrairieCat support site (you will need to login):

<https://support.prairiecat.info/statistics-reports>

- Or, at the home page, click on Quick Links: Statistics/Reports at the bottom





School Checklist

- The opening/closing checklist is available on the PrairieCat support site (you will need to login):

<https://support.prairiecat.info/sites/default/files/paragraph-page-files/2023%20School%20Year%20Checklist.pdf>

Questions?

- Contact Melissa Landis @ melissa.landis@prairiecat.org

