Check out a held item

Learn how to check out a held item.
When you enter or scan the barcode of a patron, they may have a held item ready to pick up.

1. In Checkout, in the Account Overview, there will be one or more requested items ready to pick up. Click the ready to pickup link or the Holds tab. The system displays the Holds tab with the Holds section expanded to list requested items. The Queue column shows the status for each request. A number indicates the position on the hold queue for the item. The On Shelf status indicates an item available for pickup from the holds shelf.

2. Retrieve the item from the holds shelf if the patron has not brought it to the circulation desk.

3. If you are viewing the Account screen, click the Check Out link to return to the Checkout screen.

4. In the workspace, in the Enter barcode area, scan the barcode for the first item or type it in the box. If you type the number, click Go or press <Enter>. The system adds the item to the list of checked out items and assigns a default due date. The Account Overview indicates that no requested items are available for pickup.