Workflows Tip of the Week

SAILS Library Network

Module: Circulation

Summary: **Editing the expiration date of a hold**

Note: The expiration date for a hold is one year, but for difficult to obtain items, you may want to extend this date. To edit the expiration date of a hold, use the Modify Holds for User wizard.

Instructions:

1. Click the **Modify Holds for User** wizard.

2. Enter the **User ID**.

3. Select the hold to modify and click the M**odify** button. The following screen appears:

4. Click the gadget near the **Expires** field and use the pop-up calendar to set a new holds expiration date. Click **OK**.

5. Click **OK** again.