

Workflows Tip of the Week



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 **Modify** button. The following screen appears:

A screenshot of a software dialog box titled "Modify Holds for User : Lynn A". The dialog box has a light beige background and a grey title bar. Inside, there is a section titled "Modify Holds Fields" with several input fields and options. At the top, there are three radio buttons: "Allow Recall", "No Recall", and "Recall now (RUSH)". Below these are four date fields: "Pickup at:" (a dropdown menu), "Expires:" (a text box with a calendar icon circled in red), "Pickup by:" (a text box with a calendar icon), and "Date suspended:" (a text box with a calendar icon). To the right of "Date suspended:" is "Date unsuspended:" (a text box with a calendar icon). At the bottom of the fields section, there are three radio buttons for "Comment": "Append", "Replace", and "Remove". Below the comment options is a text area. At the very bottom of the dialog box are two buttons: "OK" and "Cancel".

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.