

Placing Holds in CARLX

Placing holds is easier to do in CARLX than it is in CARL Connect, especially for placing multiple holds for a patron or multiple holds against a title. The below directions ask for patron information first, but it doesn't matter if you search by title or patron first.

Start in Holds (F7).

1. Scan the patron barcode in the ID box, or search by name in the Name field and click the binoculars.
 - o To place multiple holds for the same patron, check "Retain Patron."

Patron Information
● Id: 21389005772316 Type: ADULT Status: Good
Name: OWLS AMANDA LEE Retain Patron

Bibliographic Information
Key: CARL BID Terms: Retain Title

Hold Count:
Title: Call #:
Author: BID:

Hold Type
 Institution
 Item

2. When the patron's information loads, enter the search terms for the title to place on hold and click the binoculars.
 - o Check the "Retain Title" next to the search terms to place multiple holds on the same title.

Patron Information
● Id: 21389005772316 Type: ADULT Status: Good
Name: OWLS AMANDA LEE Retain Patron

Bibliographic Information
Key: Title Browse Terms: norwegian wood Retain Title

Hold Count: 0
Title: Noruwei no mori Norwegian wood / Call #:
Author: BID: 520665

Hold Type
 Institution
 Item

3. In the results list, highlight the correct item and click "Select Back" or double click on the title.

Bibliographic Information
Key: Title Browse Terms: norwegian wood Retain Title

OWLSnet Libraries: title browse on 'norwegian wood'

Select Back Print Previous Next

Title	Author	Call Number	Date	Format	Terms	BID
Norwegian wood			2012	DVD		520665
Norwegian wood			2010	eVideo		525219
Norwegian wood /	Murakami, Haruki, 1949-		2010	Book		521309
Norwegian wood /	Murakami, Haruki, 1949-		2000	Book		641575
Norwegian Wood (this bird has flown)			2010	Score		259356
Norwegian wood : chopping, stacking, and drying wood	Mytting, Lars, 1968-		2015	Book		480398
Norwegian wood [electronic resource] /	Murakami, Haruki, 1949-		2010	eBook		317905
Norwegian wood [sound recording] /	Trio Rocco.		1995	Music CD		49828
Norwegian Yankee : Knute Nelson and the failure of Ar	Gieske, Millard L.		1995	Book		182474
Norwegians and Swedes in the United States : friends			2012	Book		325848

Full Record Items MARC

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[LDR] cgm ali
[001] sky259528588
[003] SKY
[005] 2016092800000.0
[007] vd cvaizq
[008] 120514s2012 nyu133 e vjpn d
[020] 1a9781422918739
[020] 1a1422918734
[024] 10 1a767685269206
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4. Select the Hold Type.

- “Institution” is the same as bib-level or title-level holds. Any item attached to this record can fill the hold. Most holds will be Institution holds.
- “Item” means only that item will fill the hold. This will typically only be used to recall a specific item due to damage or to change something when it gets back.
- “Issue” will appear as a Hold Type if an item has Chronology and Enumeration. This means there are specific volumes attached to the bib record and Issue Holds let you select which volume is desired. Any volume in the system with the same Chronology and Enumeration in the system will fill the hold.

5. Select a Pick-up branch from the drop-down menu.

6. Enter the “Not Needed After Date” (it defaults to one year from today).

Patron Information
Id: 21389005772316 Type: ADULT Status: Good
Name: OWLS AMANDA LEE Retain Patron
Bibliographic Information
Key: Title Browse Terms: norwegian wood Retain Title
Hold Count: 0
Title: Noruwei no mori Norwegian wood / Call #:
Author: BID: 520665

Branch	Location	Call Number	Item Number	Status	Media
OOAPL	AVDWRD	Norwegian	31110004842985	On Shelf	AVD

Pickup Branch: OWLS Not Needed After Date: 10/23/2021

Place Hold

7. Click the “Place Hold” button to finish the process

Patron Information
Id: 21389005772316 Type: ADULT Status: Good
Name: OWLS AMANDA LEE Retain Patron
Bibliographic Information
Key: Title Browse Terms: norwegian wood Retain Title
Hold Count: 0
Title: Noruwei no mori Norwegian wood / Call #:
Author: BID: 520665

Branch	Location	Call Number	Item Number	Status	Media
OOAPL	AVDWRD	Norwegian	31110004842985	On Shelf	AVD

Place Hold

To see the holds lists, select the appropriate Queue:

- Title Queue will show all the holds with a hold type of “Institution” against this bib record.
- Item Queue will show all the holds with a hold on this item only.
- Issue Queue will appear if the highlighted item has Chronology and Enumeration and there are holds against that volume or issue.