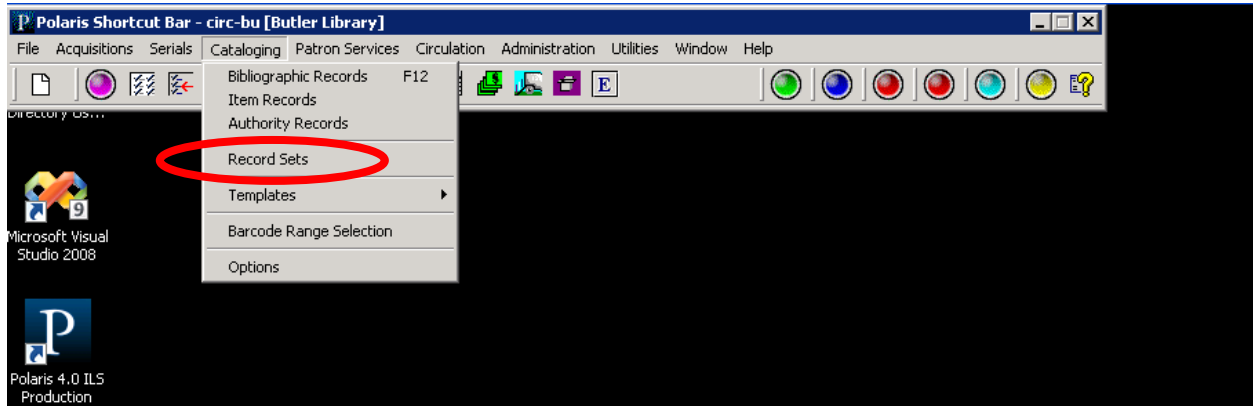


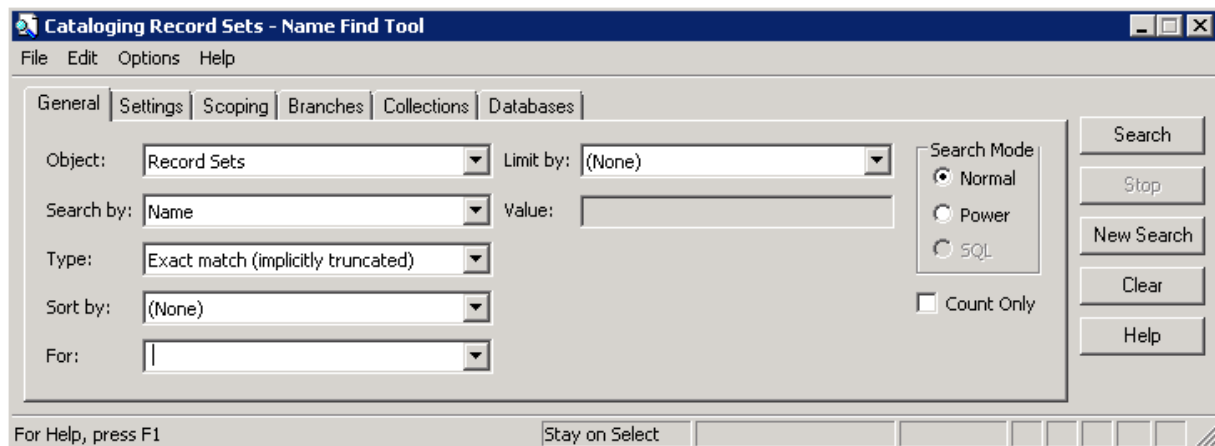
# CIRCTIPS

## How to Find Holds in Withdrawn Records

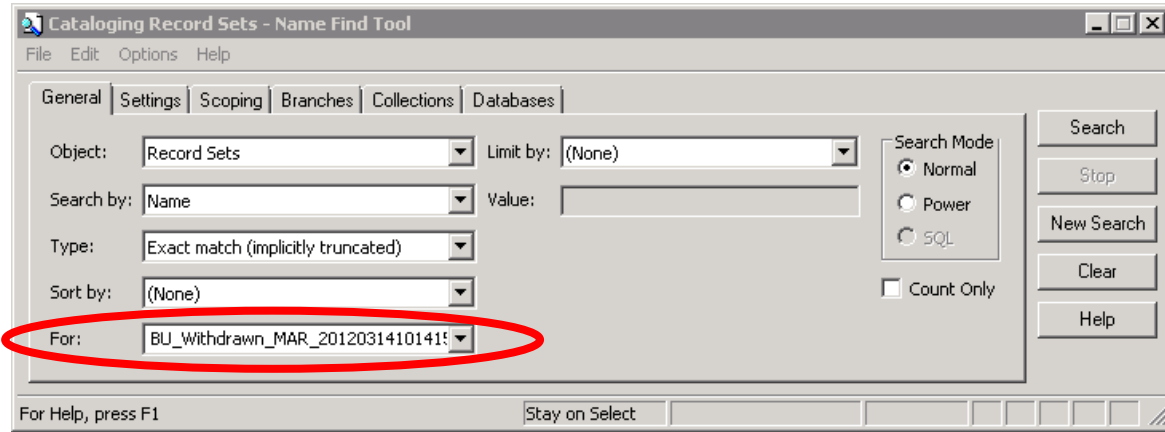
From the **Cataloging** drop down menu of the Polaris Shortcut Bar, select **Record Sets**.



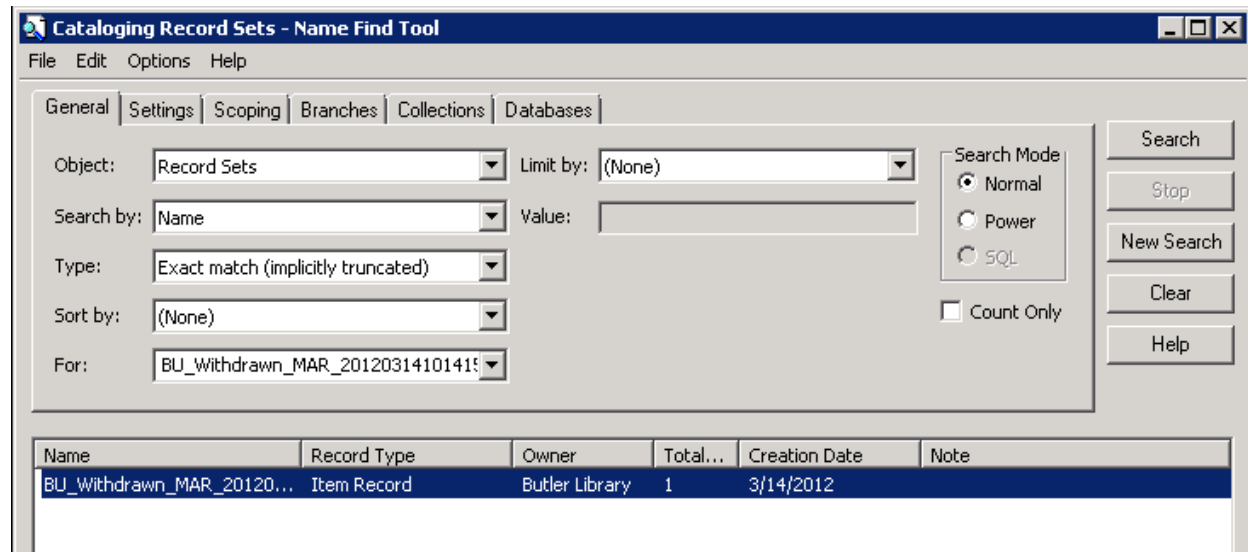
The **Record Sets** find tool will appear.



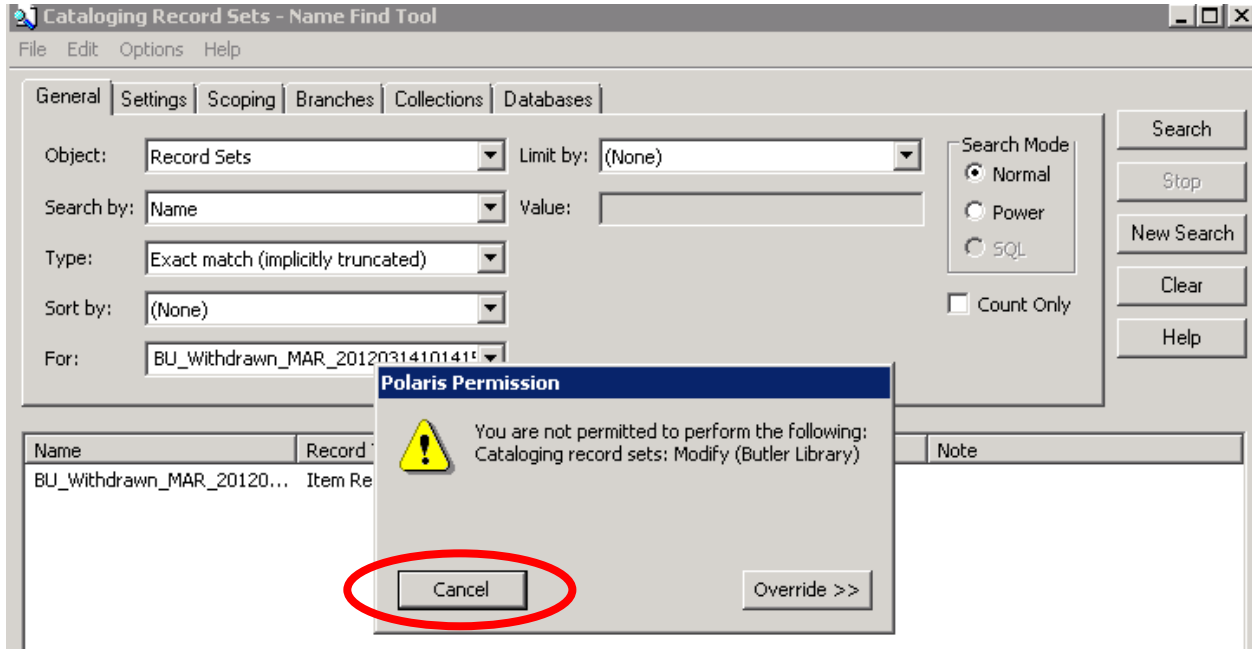
Copy the name of your library's Record Set containing the undeleted items from the spreadsheet and paste it in the box marked "For:"  
Next, click **Search**.



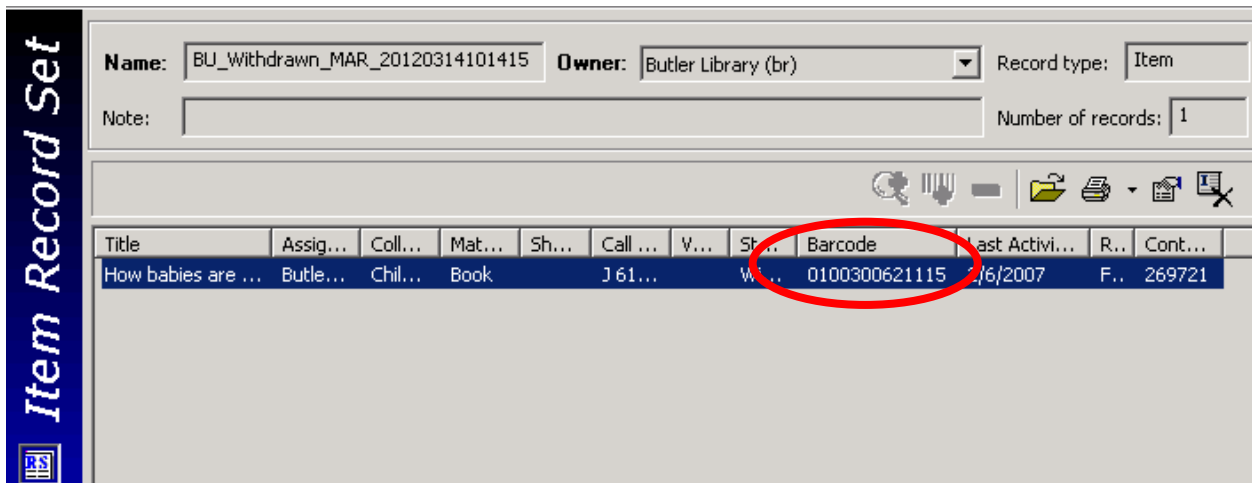
You will see your library's Record Set in the result box



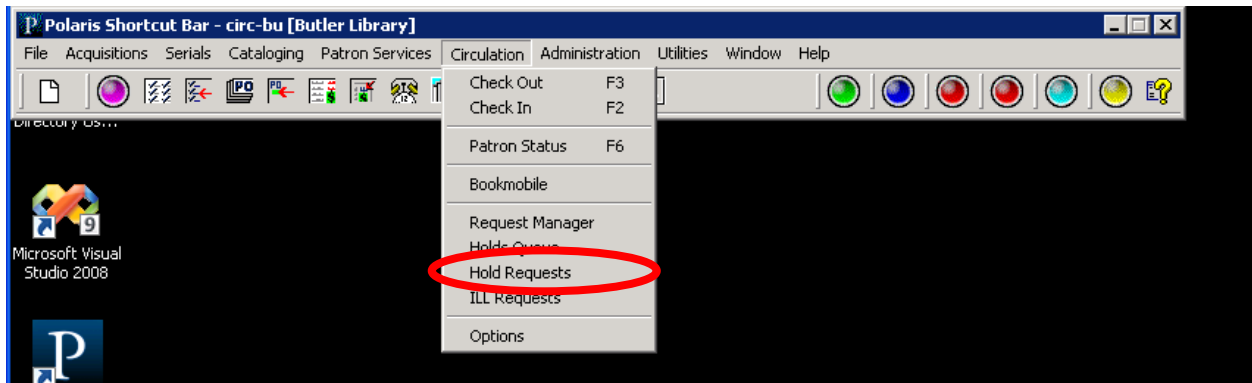
When you try to open the Record Set by clicking twice you will get this error message. Click **Cancel**.



The error message will no longer appear and you will be able to see the Item Record Set. Write down the **item barcode number** displayed under the Barcode column (you will need this information for the next task). You can now close the work forms.



On the Polaris Shortcut Bar, from the **Circulation** drop down menu, select **Hold Requests**.

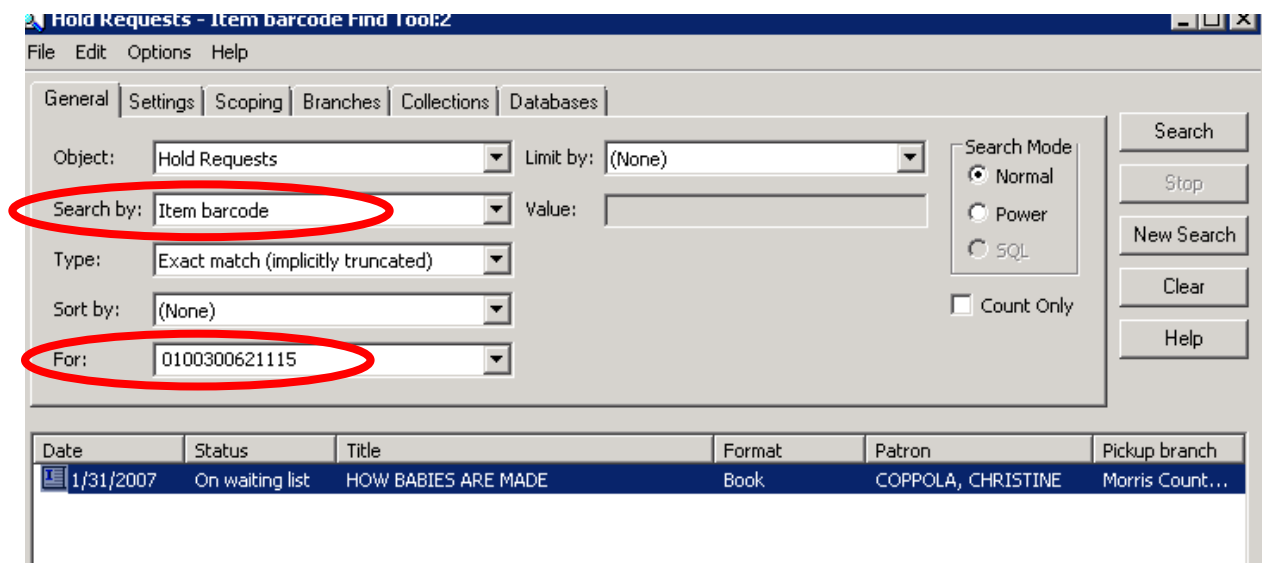


The Hold Request work form will appear.

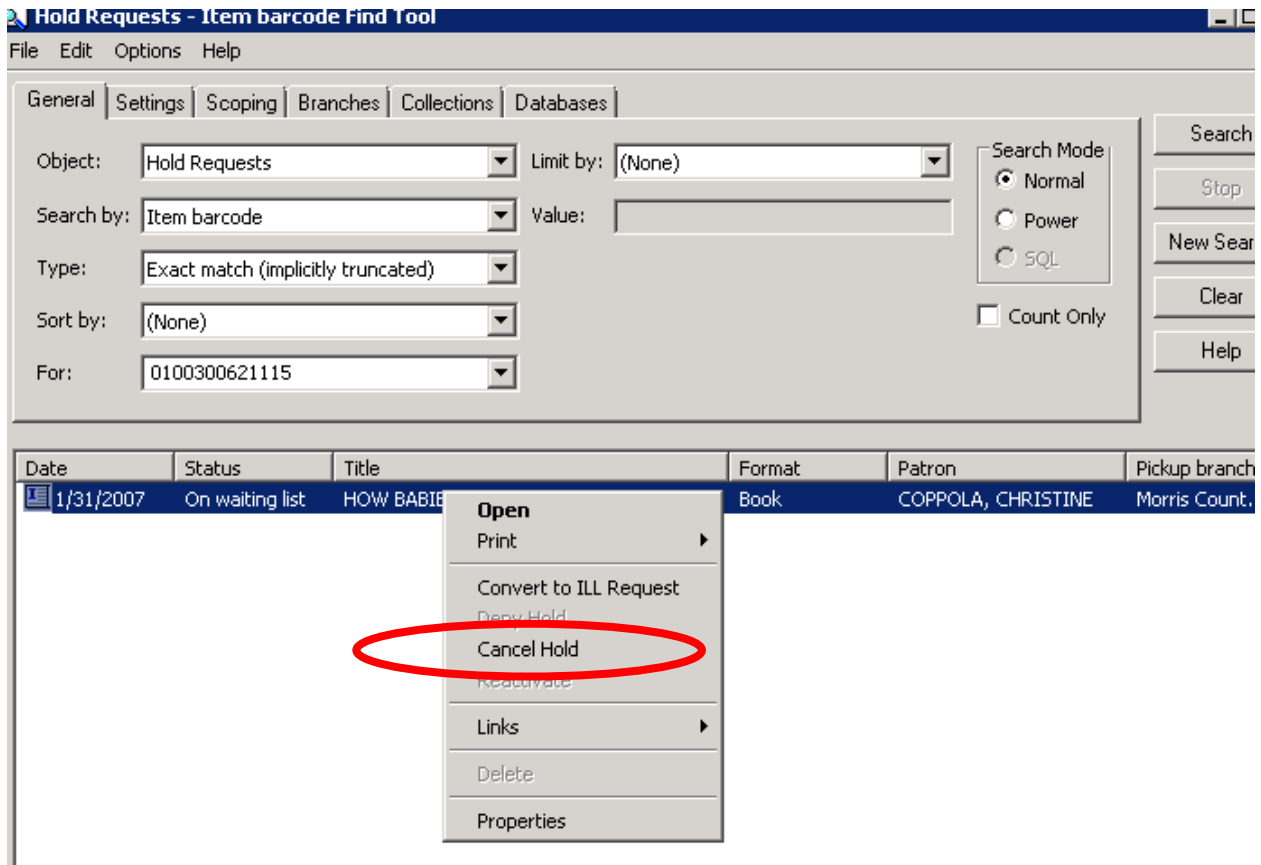
Change the selection next to Search By: to **Item Barcode**.

Enter the **item barcode** into the box next to For:

Click **Search**. The item record will appear in the result box



Highlight the record and then **right click** to display a menu.  
Choose **Cancel Hold**.



**Annu Batra /OLIS**  
April 23, 2012