

## Holds Alert Report by Branch

- Select Utilities from the menu bar
- Select Reports and Notices from the drop-down menu
- Select the Circulation folder
- Select the Holds folder
- Select Holds Alert Report by Branch
- In the field Number of Holds : enter 1
- Select Submit
- Check the Number of Local Holds and the number of Local Items on the report :
  - Collection development staff should be aware of hold requests for:
    - items that your library does not own,
    - and the number of hold requests compared to the number of local items available
  - Check for holds that could be grouped; for example, there may be local hold requests for the paperback edition of a title that your library does not own, while your library owns the hardcover edition; see the circ tip [Grouping Hold Requests](#)

