

Place Blanket Holds

The Place Blanket Hold wizard is used to place blanket holds on library materials. A blanket hold is a single hold placed on multiple titles or items, and requires a specified number of items be available before the hold is considered filled.

The Place Blanket Hold wizard allows you to select up to 50 items and/or titles for a blanket hold. You must specify a blanket hold expiration date and how many copies must be made available for the blanket hold to be considered filled. You can distribute available copies immediately to patrons instead of waiting until all of the requested copies are available to fill the blanket hold.

1. **Click** the Holds Maintenance group wizard.
2. **Click** Place Blanket Hold wizard.



Place Blanket Hold screen displays.

3. Under Blanket Hold Info, complete the following information if needed.

- In the Blanket Hold ID box, the NEW value displays. If you are creating a new blanket hold, the value must be NEW. You cannot assign your own blanket IDs.
- In the Copies needed box, **type** the number of items (1 to 50) that must be available for the blanket hold to be considered filled.
- In the Pickup At list, **select** the pickup library. If this field is left blank, the default library is the workstation library of the login used to place the hold or the user's library, depending on property settings.
- In the Expires box, use the Calendar gadget to **select** an expiration date for the blanket hold. This field is required.
- If needed, in the Date Suspended box, use the Calendar gadget to **select** a beginning date of the blanket hold's suspension. When a hold is suspended, the suspension period begins at 00:01 on the beginning suspension date. In the Date Unsuspended box, use the Calendar gadget to **select** the ending date of the blanket hold's suspension. When a hold is unsuspended, the suspension period ends at 00:01 on the ending suspension date.

4. In the User ID box, **scan** the user ID or use the lookup user helper.
5. In the Item ID box, **scan** each of the item's barcodes or use the item lookup helper. Notice that each item for the blanket hold displays in the List of Holds.
6. The Date Suspended and Date Unsuspended fields are only available if the Display Suspension Dates property is selected.
7. Under Level/Range, **select** a Level and Range option.
8. Under Recall Status, **select** a recall type.
9. If the Reserve Hold check box displays, specify whether the hold should be placed against a Reserve Desk item.
10. In the Comments box, add any comments.
11. **Click** Place Blanket Hold.
12. If the blanket hold is successfully placed, you have these options:
 - o Place a hold for another user
 - o Review holds
 - o Place another hold for this user
 - o Close the wizard

NOTE: If you place a Title level blanket hold on one or more titles, Unicorn selects the first available item of each title to fill the blanket hold. If you want more than one item of a title to fill the blanket hold, place a copy level hold on each item you want. When you place a Copy level hold, the Range options are grayed out since the range setting does not apply for Copy level holds.

Note: For more detailed information or specific questions, use HELP wizard.