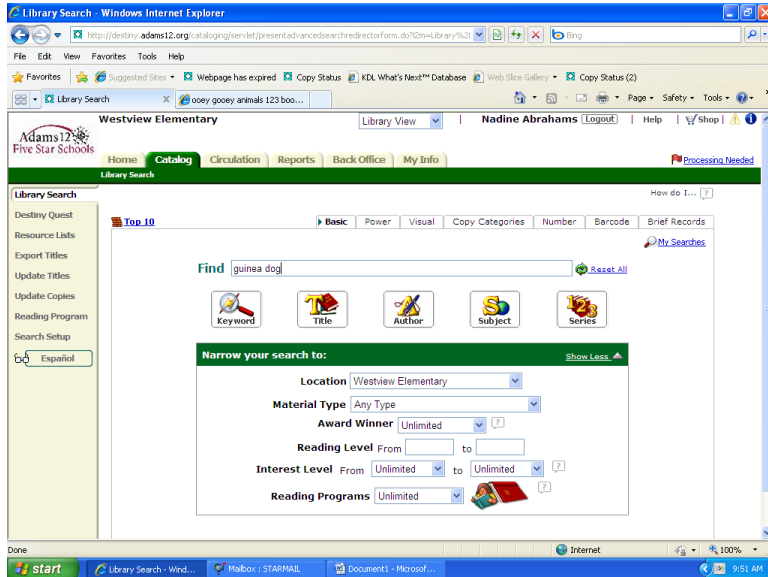


## Destiny – Holds and ILL

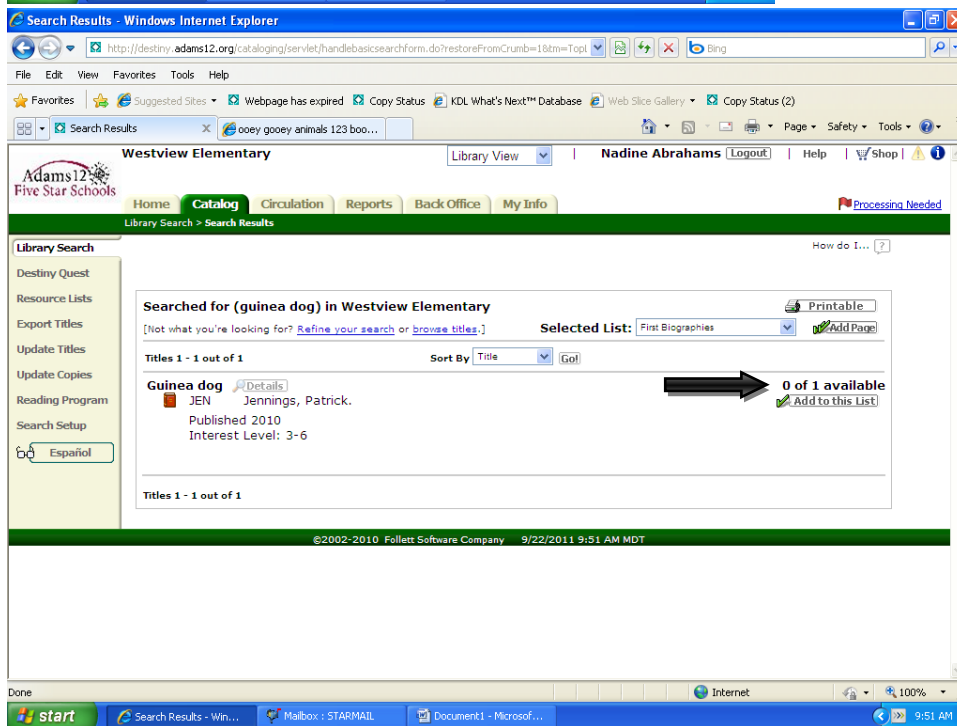
### How to place multiple holds for a title in your collection



Using **Library Search** under the **Catalog** tab, type in the title you want to place holds for.

Remember this is only for placing holds for books in your collection.

This method is great for placing holds for CCBA books.



Click on # of # available

## Destiny – Holds and ILL

### How to place multiple holds for a title in your collection

The first screenshot shows the 'Guinea dog' entry in the Westview Elementary catalog. A black arrow points to the 'Due: 10/31/2011' link in the 'Status' column of the 'Copies at Westview Elementary' table.

Call #	Barcode	Status	Description	Sublocation
JEN	31856013184773	<a href="#">Due: 10/31/2011</a>	FICTION	

The second screenshot shows the 'Copy Status' page for the same book. A black arrow points to the 'Add Hold' button on the right side of the page.

**Guinea dog**  
Author Jennings, Patrick. Call Number JEN

Barcode 31856013184773      Status Due: 10/31/2011  
Purchase Price \$5.00      Circulation Type Regular  
Date Acquired 2/10/2011      Vendor  
Copy Number      Sublocation FICTION

**Current Checkout**  
(Due: 10/31/2011)  
Checked Out 8/23/2011 11:08 AM  
Patron WVE CCBA [WVE LMC]  
Barcode 21856000988691  
Grade Level  
Homeroom LMC  
OverduePeriodTeacher

**Previous Checkout**  
(Returned: 8/31/2011)  
Patron WVE CCBA [WVE LMC]  
Barcode 21856000988691  
Grade Level  
Homeroom LMC  
OverduePeriodTeacher

Click on blue **Due: date** or **available**. If multiple barcodes are displayed, it doesn't matter which one you click on.

Now click on **Add Hold**

## Destiny – Holds and ILL

### How to place multiple holds for a title in your collection

New Hold Request for "Guinea dog" - Windows Internet Explorer

http://destiny.adams12.org/circulation/servlet/presentnewholdform.do?bibID=242481&bbTitle=Guinea+dog

File Edit View Favorites Tools Help

Adams12 Five Star Schools

Home Catalog Circulation Reports Back Office My Info

Library Search > Search Results > "Guinea dog" > Copy Status > New Hold Request for "Guinea dog"

Library Search

Find Patron  Go! Cancel

☒ Only my patrons ☐ Only search Patron Names

Processing Needed

©2002-2010 Follett Software Company 9/22/2011 9:52 AM MDT

start New Hold Request fo... Mailbox : STARMAIL Document1 - Microsof... 9:52 AM

New Hold Request for "Guinea dog" - Windows Internet Explorer

http://destiny.adams12.org/circulation/servlet/handlenewholdform.do

File Edit View Favorites Tools Help

Adams12 Five Star Schools

Home Catalog Circulation Reports Back Office My Info

Library Search > Search Results > "Guinea dog" > Copy Status > New Hold Request for "Guinea dog"

Library Search

Find Patron  Go! Cancel

☒ Only my patrons ☐ Only search Patron Names

Processing Needed

Name	Barcode	Homeroom	Grade Level
<a href="#">Enderle, Mitchell Dean</a>	00886297	4th Carpenter	04
<a href="#">Mitchell, Morgan Louise</a>	00888683	5th Boelter	05

©2002-2010 Follett Software Company 9/22/2011 9:53 AM MDT

/circulation/servlet/handlenewholdform.do

start New Hold Request fo... Mailbox : STARMAIL Document1 - Microsof... 9:53 AM

Type the name of the first patron you want to place a hold for and click **GO**

One or more patron names may appear depending on if you typed first or last name. Just click on the one you want.

## Destiny – Holds and ILL

### How to place multiple holds for a title in your collection

**New Hold Request for "Guinea dog" - Windows Internet Explorer**

http://destiny.adams12.org/circulation/servlet/handleNewHoldForm.do?patronID=35776&findTitleBased=f

File Edit View Favorites Tools Help

Adams12 Five Star Schools

Home Catalog Circulation Reports Back Office My Info

Library Search > Search Results > "Guinea dog" > Copy Status > New Hold Request for "Guinea dog"

Library Search

Find Patron  Go!  Patron Names

☒ Only my patrons ☐ Only search

Enderle, Mitchell Dean (Student: 00886297)

**Requesting**

**Guinea dog**  
Jennings, Patrick.  
As soon as possible  
Priority Standard Request Expires 1/20/2012  
Any Copy

©2002-2010 Follett Software Company 9/22/2011 9:53 AM MDT

Now verify that you have the correct patron and book title then **Save** to place the hold

**Copy Status - Windows Internet Explorer**

http://destiny.adams12.org/circulation/servlet/handleCopyStatusForm.do?restoreFromCrumb=1&tm=TopL

File Edit View Favorites Tools Help

Adams12 Five Star Schools

Home Catalog Circulation Reports Back Office My Info

Library Search > Search Results > "Guinea dog" > Copy Status

Library Search

**Hold request placed for any copy of "Guinea dog". This hold request will expire on 1/20/2012.**

**Guinea dog**  
Author Jennings, Patrick. Call Number JEN

Barcode 31856013184773 Status Due: 10/31/2011  
Purchase Price \$5.00 Circulation Type Regular  
Date Acquired 2/10/2011 Vendor  
Copy Number Sublocation FICTION  
Description

**Current Checkout**  
(Due: 10/31/2011)  
Checked Out 8/23/2011 11:08 AM  
Patron WVE CCBA [WVE LMC]  
Barcode 21856000988691  
Grade Level  
Homeroom LMC  
OverduePeriodTeacher

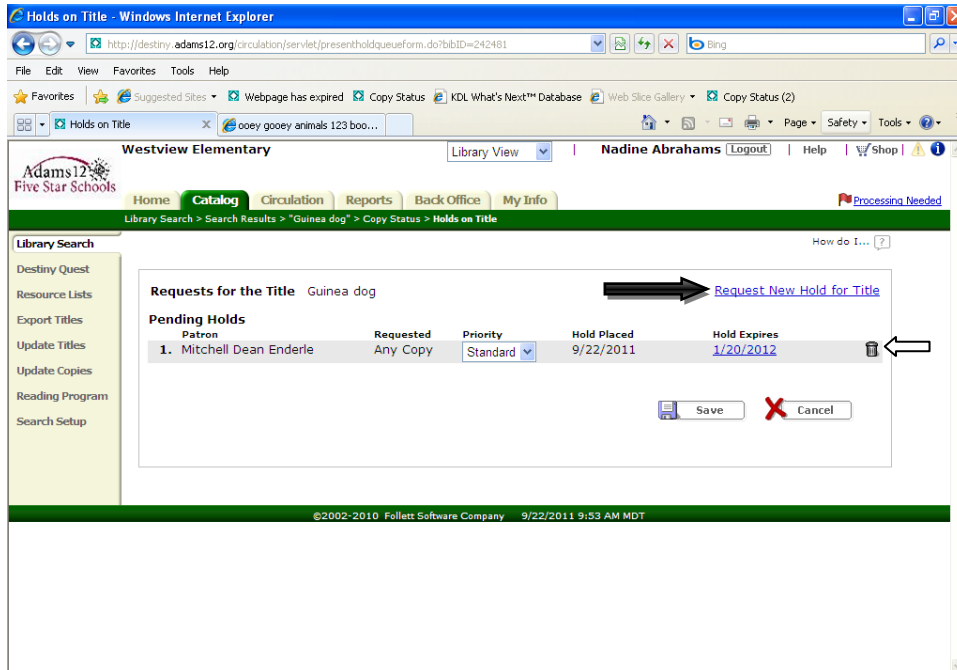
**Previous Checkout**  
(Returned: 8/31/2011)  
Patron WVE CCBA [WVE LMC]  
Barcode 21856000988691  
Grade Level  
Homeroom LMC  
OverduePeriodTeacher

Confirmation of hold being placed will be displayed.

To place additional holds for this title, click on **View Holds**

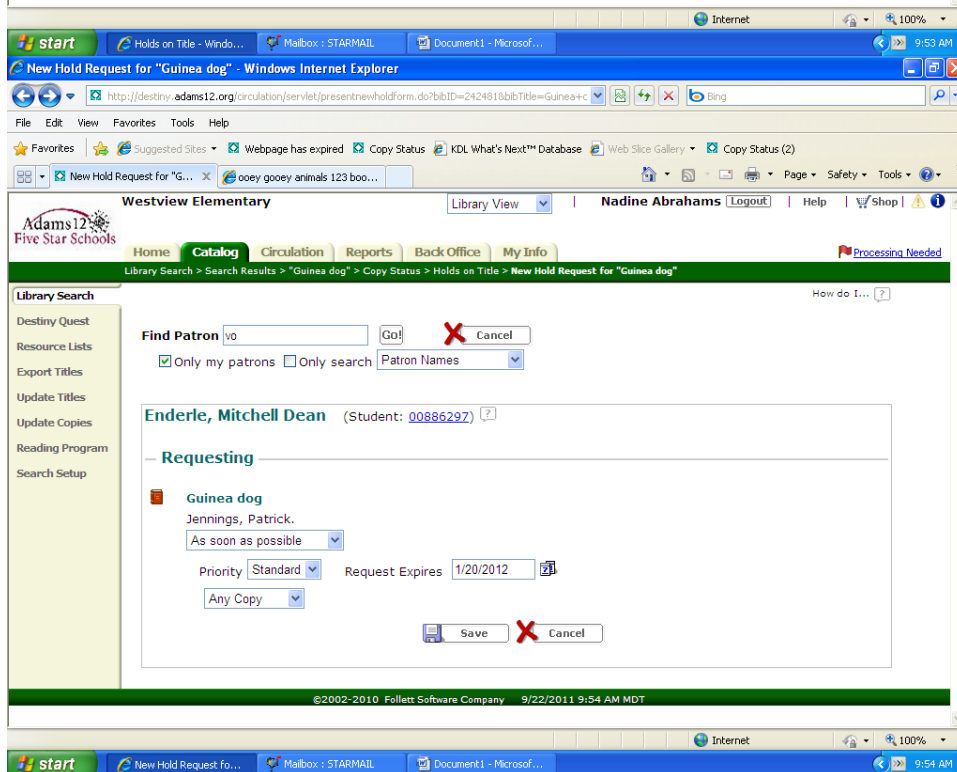
## Destiny – Holds and ILL

### How to place multiple holds for a title in your collection



All current holds for this title will be displayed. To add a new hold, click on **Request New Hold for Title**.

If you need to delete a hold, click on the **trash can** to delete.



Now type in the new patron you want to request a hold for and click on **GO**.

Note that previous patron may still be displayed.

## Destiny – Holds and ILL

### How to place multiple holds for a title in your collection

**New Hold Request for "Guinea dog" - Windows Internet Explorer**

http://destiny.adams12.org/circulation/servlet/handleNewHoldForm.do

File Edit View Favorites Tools Help

Adams12 Five Star Schools

Home Catalog Circulation Reports Back Office My Info

Library Search > Search Results > "Guinea dog" > Copy Status > Holds on Title > New Hold Request for "Guinea dog"

Library View | Nadine Abrahams Logout | Help | Shop | Processing Needed

How do I... ?

Find Patron [ ] Go! X Cancel

☒ Only my patrons ☐ Only search Patron Names

Name	Barcode	Homeroom	Grade Level
Vo, James Tai	00886720	4th Carpenter	04

Enderle, Mitchell Dean (Student: 00886297) ?

— Requesting —

**Guinea dog**  
Jennings, Patrick.  
As soon as possible  
Priority Standard Request Expires 1/20/2012  
Any Copy

Save X Cancel

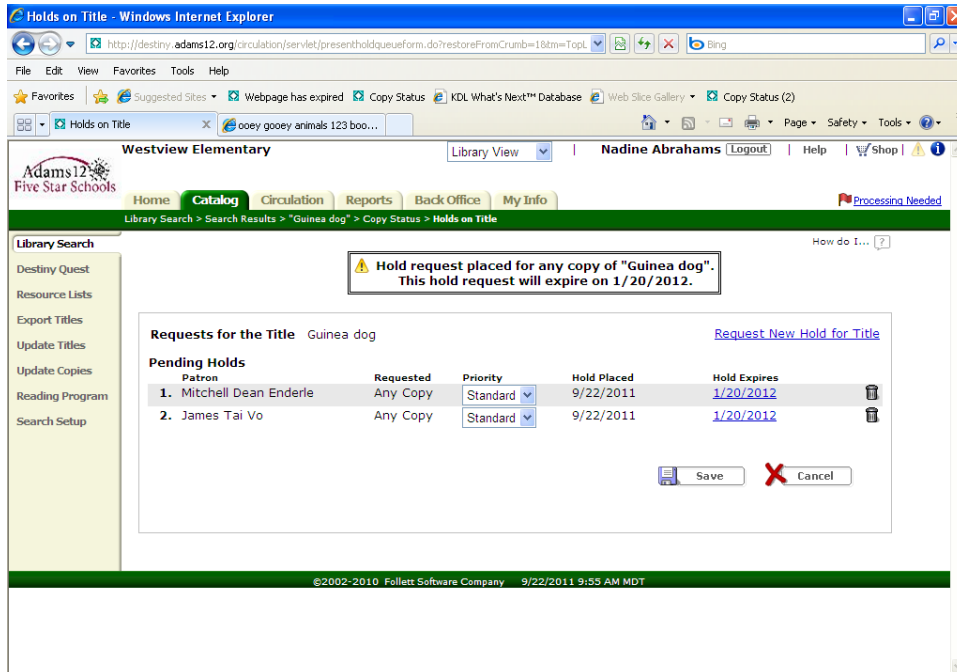
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Be sure to click on the new patron first or Destiny will try placed again for previous patron.

Verify that both patron and title are correct before click on **Save** to place hold.

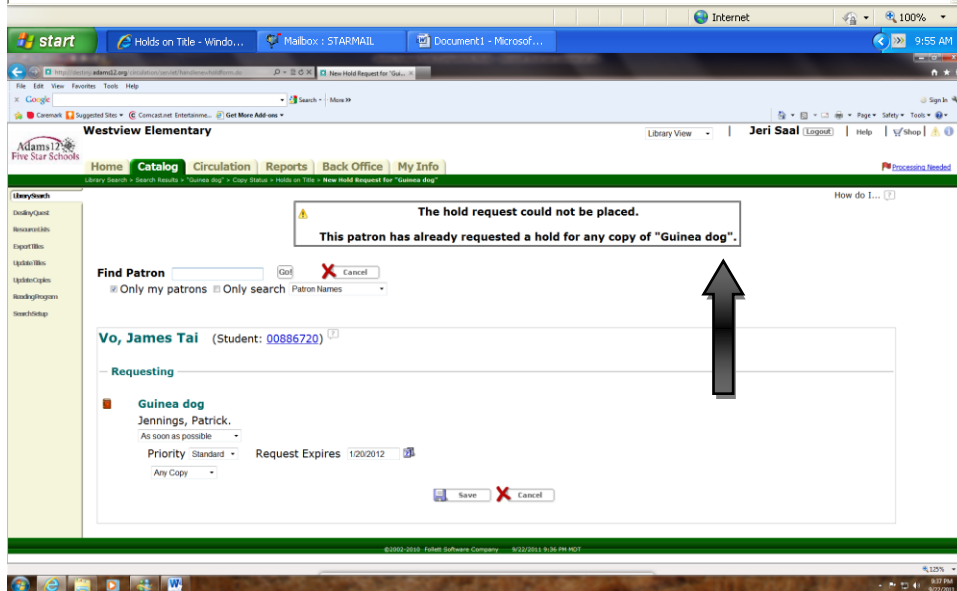
## Destiny – Holds and ILL

### How to place multiple holds for a title in your collection



Hold confirmation will be displayed along with all holds for that title.

Click on **Request New Hold for Title** to place another hold if needed.



This error message will be displayed if patron already has a hold for this title.

This can happen if you forget to change to a new patron before clicking on **Save**. Just find new patron again before saving request.