**Holds Settings Questionnaire:**

Are you allowing holds on all items at your library? YES NO

 If “No”, list item groups you wish to exclude from holds (Ex. Reference; although if you don’t think your students will place holds on these items we can just leave policies to include “All” materials, and if one pops up in the holds queue you could handle it on an individual basis.)

Holds to be allowed on only own items? YES NO

 If “No”, list additional libraries you want your building patrons to place holds?

Permit holds on "available" (on-shelf) items? YES NO

NOTE: If you allow holds on AVAILABLE items, you will need to “trap holds” to select a copy to fill the hold.

Hold Expire Policies:

How many days before unfilled hold expires =

How many days before a filled hold expires =

Patron Policies (Hold Limit):

How many items can patrons have on hold?

 STUDENT\_\_\_ =

 STUDENT\_\_\_ =

 STUDENT\_\_\_ =

 FACULTY\_\_\_ =

FACULTY\_\_\_ =

Holds allowed via ISearch for your building? YES NO

Holds allowed via CAT for your building? YES NO