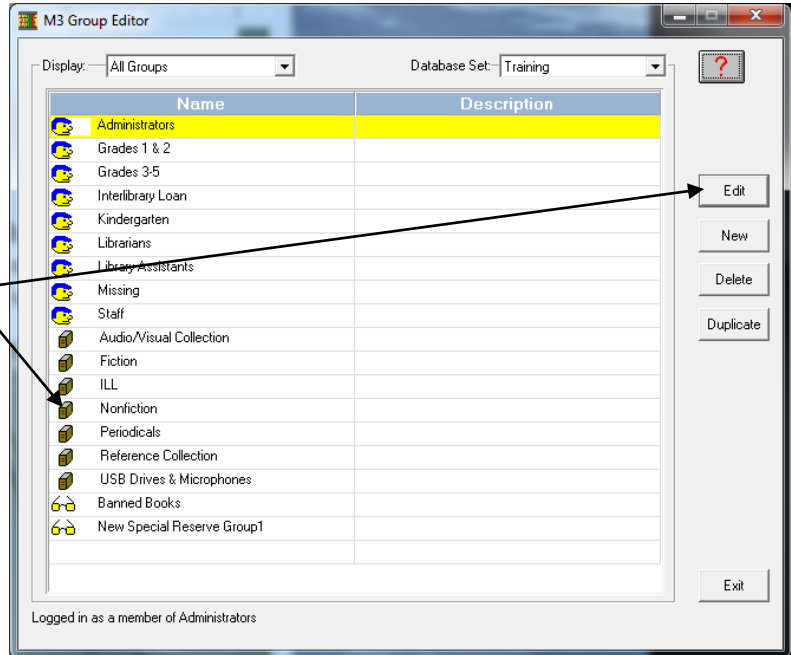


## CHANGING THE LENGTH OF RESERVES/HOLDS

Use Group Editor

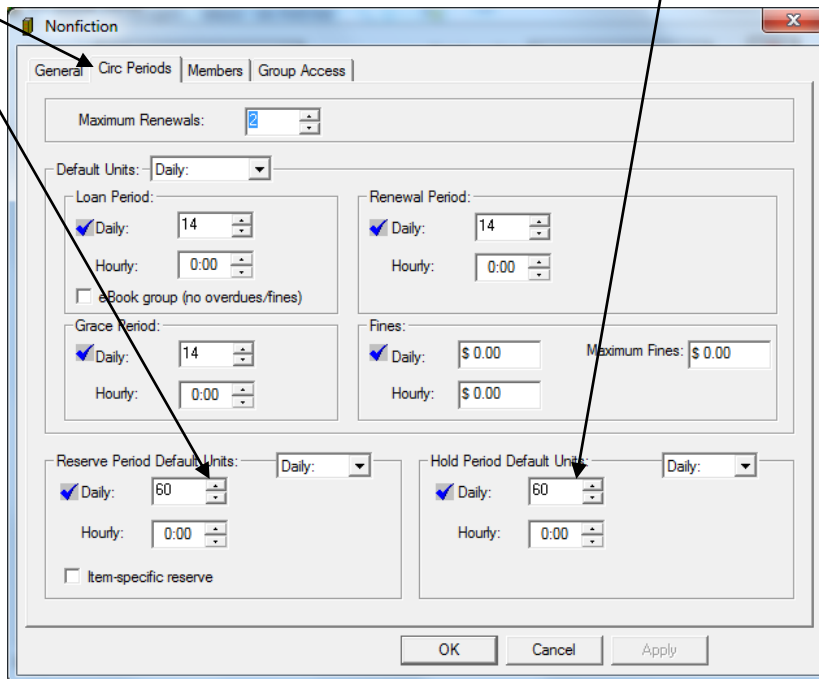


1. Choose the collection for which you wish to make the change, and double click it or highlight and click Edit.



2. Click the Circ Periods tab. Click the up/down arrows under the Reserve Period Default Units to change the time period to reflect the number of days you wish to keep items on reserve. (You can also click in the field and type a number instead of using the arrows.) You may wish to change the Hold Period Default Unit as well.

*Note: Your Hold and Reserve periods should be more than the Loan Period plus the Renewal Period times the Maximum Renewals or the Hold/Reserve can expire before the item is due back. In this illustration, for example, the Hold/Reserve should be more than  $14 \text{ [Loan]} + (14 \text{ [Renewal]} \times 2 \text{ [Maximum Renewals]})$ , or 48 days.*



**NOTE:** A Reserve is created when the item that is being reserved is currently out in circulation. A Hold is used when the item is actually not signed out, but is being held in the library for a patron. Both Holds and Reserves are created by using the Reserve function in M3; the system itself will determine whether it is a hold or reserve according to the current status of the item.