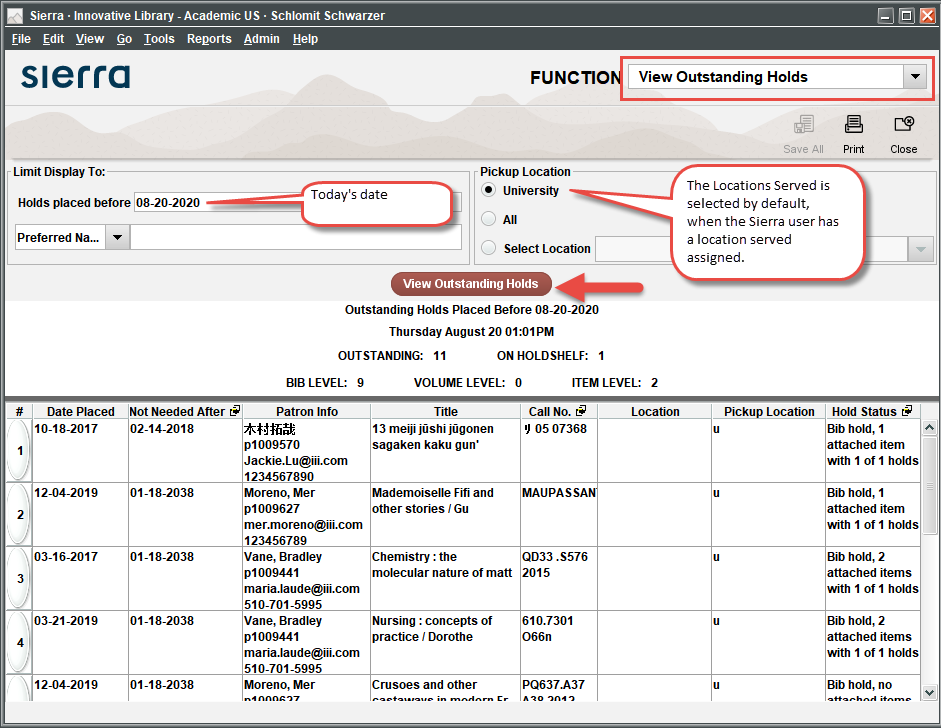
sierra circulation

How Can I Print a List of Items on the Hold Shelf That Includes Patron and Hold Information?

1. Go | Circulation | View Outstanding Holds
2. Limit Display: keep the default date (i.e. today's date) for Holds Placed Before; input "on holdshelf" (without double quotes) for Hold Status
3. Pickup Location: select the option "select location" and select the target hold pickup location
4. Click on View Outstanding Holds button
5. Click on Print icon at the upper right corner to print the table



For more information, see [Viewing Outstanding Holds](https://documentation.iii.com/sierrahelp/Content/sgcir/sgcir_holds_outstandingholds.html) in the Sierra WebHelp.

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