Training

SIERRA CIRCULATION
Print Hold Note on Pickup Notices

On Hold Pickup notices, there is an option to print a note (from the patron placing the request, or the staff person placing the hold).

In Admin Corner, you can find this circulation option via a path of selections. Note that this is a common path, but your Admin Corner may differ.

```
A > ADDITIONAL system functions
A > ALTER system parameters
S > SYSTEM codes
O > Set system OPTIONS
C > Circulation options
```

Here are the related Circulation Options settings at your library:

```
073 > Notices: Print pickup by date on pickup notices.............NO
074 > Notices: Print HOLD NOTE on hold pickup notices............N/A
```

This extra line with the note will print in the item block portion of the notices on the 7th line, so you may need to adjust the item part of the notice in notice layout settings to accommodate the Hold note. For example, this is currently set to be 5 lines.

```
066 > Notices: Where to print Item Info.....5,26,5,32,5,38,5,44;72,5
```

The part at the end of the page specifies where you can expect to see the Hold note information displays in the system.

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