



# SIERRA CIRCULATION

## Start Using Volume Holds

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This document provides a quick overview of the basic steps for getting started with the [Volume Holds](#) product.

### Preliminary Steps

#### Title Priority Paging

Before your library can start using volume level holds, the [Title Priority Paging](#) feature must be enabled. See [Start Using Title Priority Paging](#) to learn more about getting started with Title Priority Paging.

#### Requesting Options

[REQUEST](#) and [REQUEST MULTI](#) Web Options (for all languages) must be set to one of the values identified as valid for volume requesting.

#### Compatible Products and Features

Review the [Volume Holds Compatibilities](#) listing of products and features that have been integrated with the Volume Holds product, as well as those where the product is not enabled.

### Library Set-up

#### Create Volume Records

Before your library can start placing volume holds, you must create volume records and attach items to them. The volume-specific tabs and information only appear in Sierra functions after volume records have been created.

#### Assign Authorizations

Assign the following authorizations to staff as needed:

- authorization 781 - view volume records (required for users to view bibs or items from View Holds)
- authorization 782 - create volume records
- authorization 784 - edit volume records
- authorization 785 - delete volume records

These authorizations have no impact on a staff member's ability to view, create, edit, or delete volume holds.

### Setting up volume requesting in WebPAC

Patrons can also place volume-level holds in the WebPAC. See [Requesting in the WebPAC](#).

To configure the display of volume records in WebPAC and set up volume requesting:

- Configure the [ICON\\_REQUEST\\_VOLUME](#) web option.
- Customize the styles for volume records in styles.css, if desired. See [Volume Display Classes](#).
- Create and customize the [Volume Selection Form](#), if desired.

## Volume Record Maintenance

See the following discussions on volume record maintenance:

- [Display of Volume Records](#)
- [Creating Volume Records in Sierra](#)
- [Editing Records in Sierra](#) (Volume records can be edited in any of the modules in which they display; see [Record Displays](#))
- [Deleting Records](#)

## Volume Holds and Workflow

- Three ways to [place a volume-level hold](#) in Sierra:
- [Adding a Patron to a Volume-level Hold Queue](#)
- [Placing a Volume-level Hold from the Summary Tab](#)
- [Placing a Volume-level Hold from Circulation Desk](#)
- [Viewing Volume and Copy Information in the WebPAC](#)
- [Title and Volume Level Paging](#)
- [Recalling Titles and Volumes](#)

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