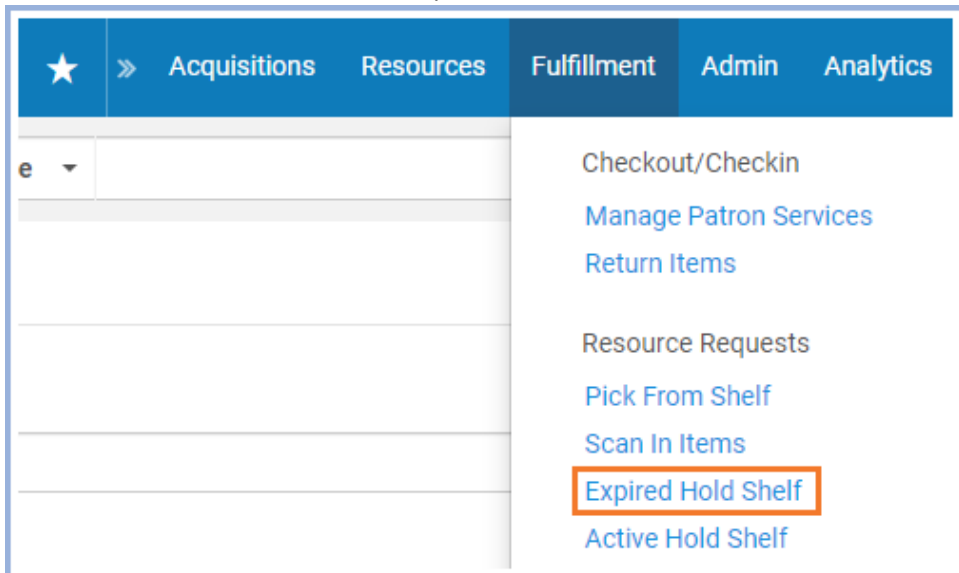


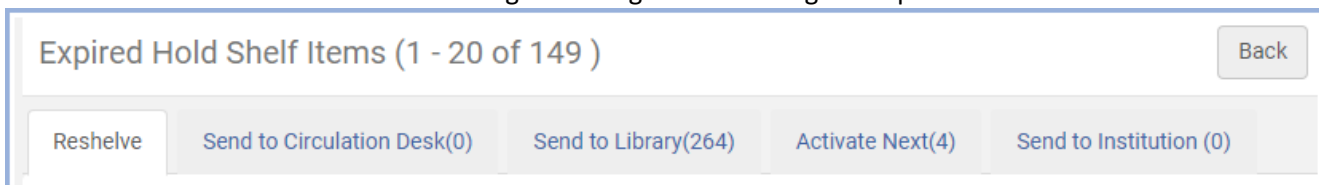
Expired Hold Shelf

Alma video: [Physical Item and Move Requests](#)

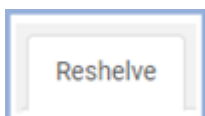
1. Go to “Fulfillment” and select “Expired Hold Shelf”.



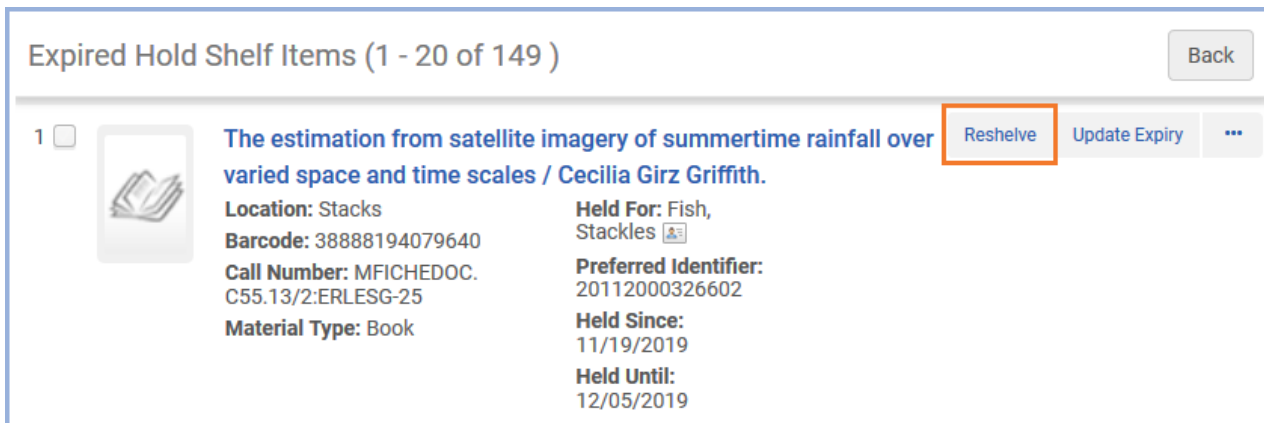
2. The information in this list can be navigated using the tabs along the top.



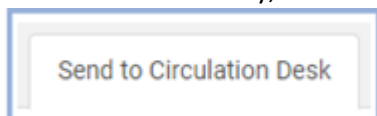
3. The “Reshelve” tab displays expired requests for items that belong to the current circulation desk and that have no additional requests.



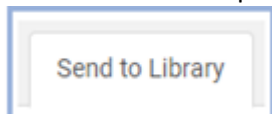
4. Clicking the “Reshelve” button by the item’s title removes it from the “Expired Hold Shelf Items” list and notifies Alma that the item has been reshelved.



5. The “Send to Circulation Desk” tab displays expired requests for items that need to go to a different circulation desk at the same library, where they may be reshelved or placed on the hold shelf for the next patron request.





6. The “Send to Library” tab displays expired requests for items that need to be transited to a different library, either to be reshelved or placed on the hold shelf.

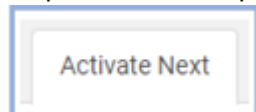


7. Clicking the “Transit” button will place the item in transit. A printing dialogue box will appear and prompt the user to print a Transit Slip, so the item can be sent to another library location.

Expired Hold Shelf Items (181 - 200 of 263) Back

181 <input type="checkbox"/>		Sharks [videorecording] / written, produced and directed by Nicolas Noxon ; a presentation of the National Geographic Society and WQED Pittsburgh.	Transit	Update Expiry	...
Location: Stacks Request Online		Held For: Fish, Stackles 			
Barcode: 30112098153973		Preferred Identifier: 20112000326602			
Call Number: VIDREC 597.31 Sh5313		Held Since: 04/10/2020			
Material Type: Other		Held Until: 04/11/2020			



8. The “Activate Next” tab displays expired requests for items that have a queued request that will be fulfilled at the current circulation desk. (In other words, the first patron’s request has expired, and there is at least one other patron who has put in a request for the item.)





9. Clicking the “Activate Next” button on a request cancels the expired request from the first patron, and places the queued request from the second patron in the “Active Hold Shelf Items” list. It also removes the first patron’s request from both the “Active Hold Shelf Items” list and the “Expired Hold Shelf Items” list. A printing dialogue box will appear and prompt the user to print a Hold Shelf Request Slip for the next patron.

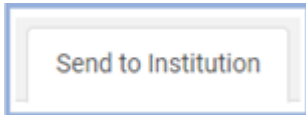
Expired Hold Shelf Items (1 - 5 of 5) Back

[Reshelve\(148\)](#) [Send to Circulation Desk\(0\)](#) [Send to Library\(264\)](#) [Activate Next](#) [Send to Institution \(0\)](#)

Select All Sort by : **Additional ID** ▾ [Activate Next](#)  

1 <input type="checkbox"/>		Psychology of language / David W. Carroll.	Activate Next	Update Expiry	...
Location: Stacks		Held For: Fish, Stackles 			
Barcode: 30112061076615		Preferred Identifier: 20112000326602			
Call Number: 401.9 C2362p2008		Held Since: 01/24/2020			
Material Type: Book		Held Until: 02/07/2020			

10. The “Send to Institution” tab displays expired requests for items that need to be transited to a different I-Share institution, either to be reshelved or placed on the hold shelf.



IMPORTANT: The “Transit” button **MUST** be used when processing items from the Expired Hold Shelf to be sent to other libraries, especially for items to be sent to other I-Share institutions. These items cannot be removed from the Hold Shelf via the Scan In Items page, because Alma will not recognize that they have been taken off hold. If these items are scanned in, a transit slip to the I-Share institution will print, but once they arrive and are scanned in there, Alma will then print a transit slip for hold at UIUC. As a result, the items will be caught in a perpetual “transit loop” between the owning institution and the pick-up location until the “Transit” button is used.