

Procedure

Holds:
Changing Activation Date
June 9, 2003

- 1) Go to holds list and cancel the hold for the patron who wants to be reactivated.
- 2) Place the reserve on the patron AGAIN, but change the activation date to the date that you want.
- 3) The patron's name will not appear on the list until his hold becomes active, which is the activation date set by you.