



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

Placing Holds in BLUEcloud Circulation Guide

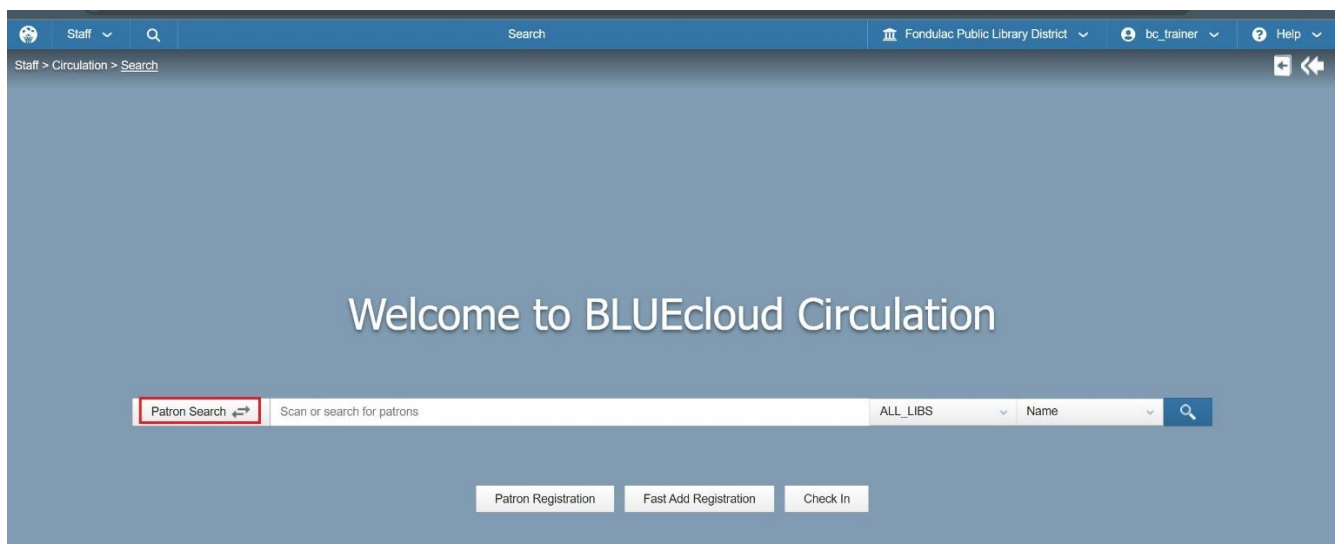
Last updated: September 16, 2025

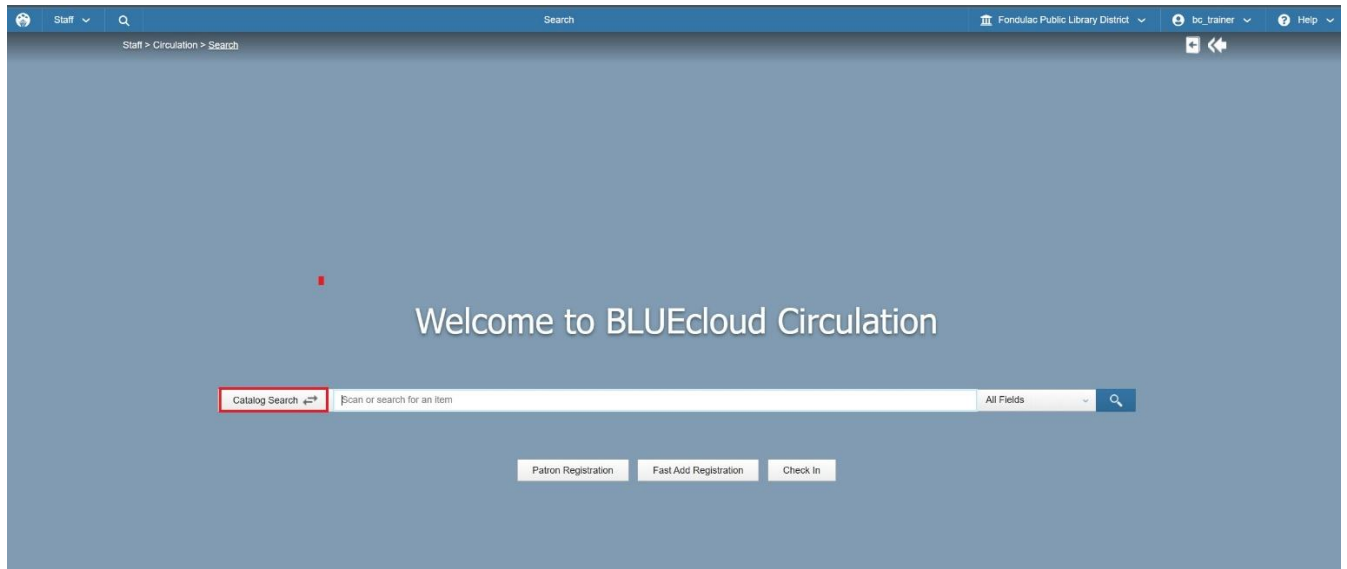
This guide covers placing, viewing, modifying, and removing holds in BLUEcloud Circulation.

Before you begin, make sure you have checked out the Getting Started in BLUEcloud Circulation Cheat Sheet:

<https://support.librariesofrsa.org/project/bluecloud-circulation/>

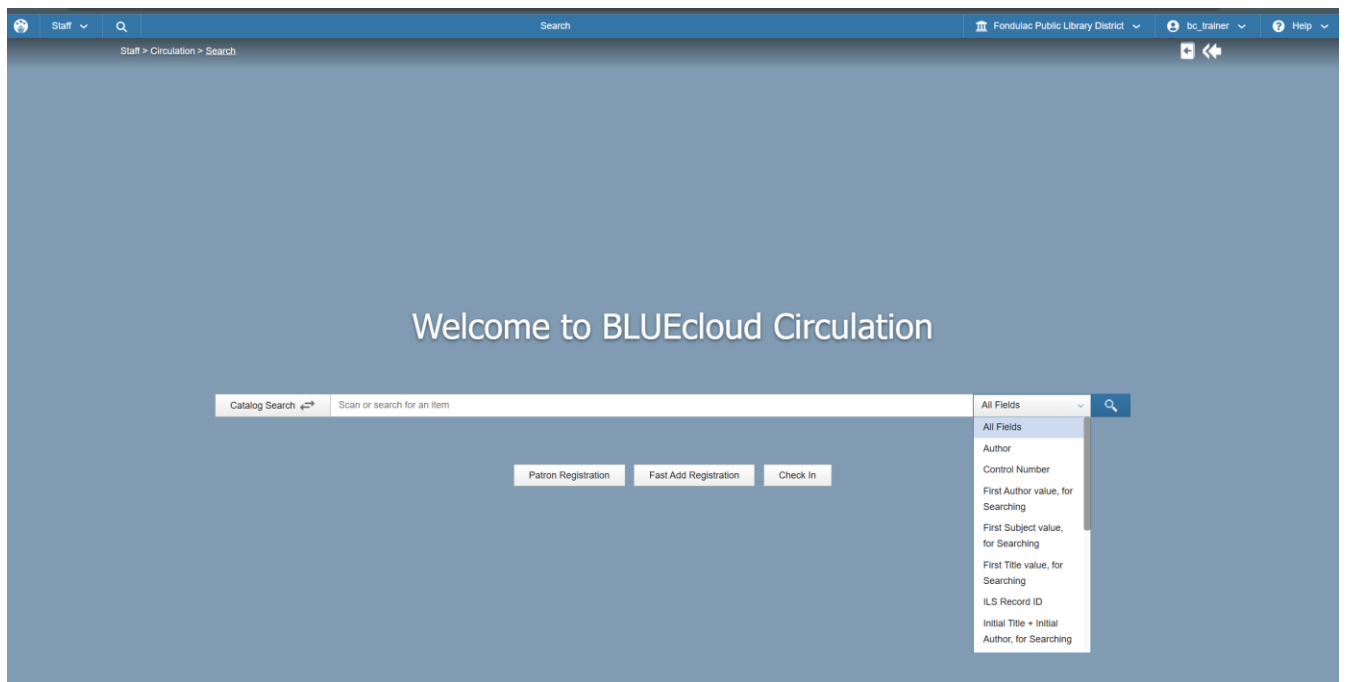
Holds are typically initiated by searching the catalog for the requested item. Use the arrows to change from Patron Search to Catalog Search.





Placing Holds from a Catalog Search

The default Catalog (Item) Search is a keyword search of all fields. See “Catalog Search in BLUEcloud Circulation” for detailed information on searching the catalog. [future doc]



Enter the search term in the field and press enter or choose the search magnifying glass.

Results for “To Kill a Mockingbird” shows all records that meet that criteria.

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The screenshot shows a library catalog search interface. At the top, there's a navigation bar with 'Staff', a search icon, 'Search', 'Fondulac Public Library District', 'bc_trainer', and 'Help'. Below this, a breadcrumb trail reads 'Staff > Circulation > Search > Catalog Search'. A search bar contains the text 'to kill a mockingbird' and indicates '137 results found'. To the right of the search bar is a dropdown menu labeled 'All Fields'. Below the search bar, the section is titled 'Search Results'. A table lists the search results with columns: Title, Author, Format, Edition, and Publication Date. The table contains 18 rows of data, all for the title 'To kill a mockingbird' by various authors and in different formats (Video disc, Books, Regular print) published between 1992 and 2022.

Title	Author	Format	Edition	Publication Date
To kill a mockingbird	Mulligan, Robert, 1925-2008, fil...	Video disc		2022
To Kill a Mockingbird	Pakula, Alan J., 1928-1998, film ...	Video disc		2012
To kill a mockingbird	Foote, Horton.	Video disc		2006
To Kill a Mockingbird	Foote, Horton.	Video disc		1998
To kill a mockingbird	Mills, Catriona.	Books		2011
To kill a mockingbird	Lee, Harper.	Books		2007
To kill a mockingbird	Mulligan, Robert, 1925-2008.	Video disc		2005
To kill a mockingbird	Lee, Harper.	Books		2015
To kill a mockingbird	Lee, Harper.	Books		2011
To kill a mockingbird	Lee, Harper.	Regular print		2010
To kill a mockingbird	Lee, Harper.	Books		2010
To kill a mockingbird	Lee, Harper.	Books		2010
To kill a mockingbird	Lee, Harper.	Books		2006
To kill a mockingbird	Lee, Harper.	Books		2006
To kill a mockingbird	Lee, Harper.	Books		1999
To kill a mockingbird	Lee, Harper.	Books		1999
To kill a mockingbird	Lee, Harper.	Books		1999
To kill a mockingbird	Lee, Harper.	Books		1993
To kill a mockingbird	Lee, Harper.	Books		1992

Click on the item (make sure to choose the correct format) to see a list of items on that record. You can select a different title record from the Search Results list on the left. Any current holds in the record will be displayed at the bottom of the detailed results.

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[illegible]

Select New Hold. This will open Patron Search.

Staff

Search

Fondulac Public Library District

bc trainer

Help

Staff > Circulation > Search > Catalog Search > To kill a mockingbird

Catalog Search

To Kill a mockingbird

137 results found

All Fields

New Hold

Search Results

Title

To kill a mockingbird

To Kill a Mockingbird

To kill a mockingbird

To Kill a Mockingbird

To kill a mockingbird

To kill a mockingbird

To kill a mockingbird

To kill a mockingbird

To kill a mockingbird

To kill a mockingbird

To kill a mockingbird

TO KILL A Mockingbird

HARPER LEE

Author

Lee, Harper

ISBN/ISSN

9780062420701

Subject

Fathers and daughters -- Fiction.; Race relations -- Fiction.; Trials (Rape) -- Fiction.; Girls -- Fiction.; Fathers and daughters.; Girls.; Race relations.; Trials (Rape); Finch, Scout (Fictitious character) -- Fiction.; Finch, Atticus (Fictitious character) -- Fiction.; Southern States -- Fiction.; Alabama -- Fiction.; Alabama.; Southern States.; Novels.; Domestic fiction.; Bildungsromans.; Legal fiction (Literature); Fiction.; Bildungsromans -- Fiction.; Legal stories.; Finch, Atticus (Fictitious character); Finch, Scout (Fictitious character)

Call Number / Items

Call Number †	Library †	Item ID †	Item Type †	Current Location †	Home Location †
FIC LEE	FONDULAC	A12803384858	BOOK	FICTION	FICTION
FIC LEE	CREVEC-PLD	A35520541785	BOOK	CLASSICS	CLASSICS
F LEE	LILLIE-M-E	A36400827982	BOOK	HOLDS	FICTION

Scan the library card barcode or enter patron information to search (if your library allows holds without the physical card). When searching by patron name, you can limit by library.

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Staff > Circulation > Search > Catalog Search > To kill a mockingbird > New Hold

Catalog Search To kill a mockingbird All Fields

To kill a mockingbird New Hold

Author Lee, Harper.
ISBN/ISSN 9780062420701
Subject Fathers and daughters -- Fiction.; Race relations -- Fiction.; Trials (Rape) -- Fiction.; Girls -- Fiction.; Fathers and daughters.; Girls.; Race relations.; Trials (Rape); Finch, Scout (Fictitious character) -- Fiction.; Finch, Atticus (Fictitious character) -- Fiction.; Southern States -- Fiction.; Alabama -- Fiction.; Alabama.; Southern States.; Novels.; Domestic fiction.; Bildungsromans.; Legal fiction (Literature); Fiction.; Bildungsromans -- Fiction.; Legal stories.; Finch, Atticus (Fictitious character); Finch, Scout (Fictitious character)

Call Number / Items

Call Number	Library	Item ID	Item Type
FIC LEE	FONDULAC	A12803384858	BOOK
FIC LEE	CREVEC-PLD	A35520541785	BOOK
F LEE	LILLIE-M-E	A36400827982	BOOK
FIC LEE	MKINAW-DPL	A65600820824	BOOK
YOUNG ADULT LE...	MP_MORTON	A13002319925	BOOK
FIC LEE	NP_NORMAL	A12007724866	BOOK
FIC LEE	NP_NORMAL	A12007724858	BOOK
FIC LEE TO #1	QUINCY-PL	33441006711706	BOOK
FIC LEE TO #1	QUINCY-PL	33441006885443	BOOK

Patron Search

Scan or search for patrons ALL_LIBS Name Name Alt ID Birth Date Comment Daytime phone Email Group ID Home phone Line Line1 Line2

Cancel

After entering the patron, verify the hold details.

Staff > Circulation > Search > Catalog Search > To kill a mockingbird > New Hold

Catalog Search to kill a mockingbird All Fields

To kill a mockingbird New Hold

Author Lee, Harper.
ISBN/ISSN 9780062420701
Subject Fathers and daughters -- Fiction.; Race relations -- Fiction.; Trials (Rape) -- Fiction.; Girls -- Fiction.; Fathers and daughters.; Girls.; Race relations.; Trials (Rape); Finch, Scout (Fictitious character) -- Fiction.; Finch, Atticus (Fictitious character) -- Fiction.; Southern States -- Fiction.; Alabama -- Fiction.; Alabama.; Southern States.; Novels.; Domestic fiction.; Bildungsromans.; Legal fiction (Literature); Fiction.; Bildungsromans -- Fiction.; Legal stories.; Finch, Atticus (Fictitious character); Finch, Scout (Fictitious character)

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FIC LEE	NP_NORMAL	A12007724866	BOOK
FIC LEE	NP_NORMAL	A12007724858	BOOK
FIC LEE TO #1	QUINCY-PL	33441006711706	BOOK
FIC LEE TO #1	QUINCY-PL	33441006885443	BOOK

New Hold

To kill a mockingbird

Patron KWERAM, patty
Patron ID PKDEMO1

Hold Level * Title

Pickup Library * FONDULAC

Request Expiration * Jun 29 2026

Date Suspended

Notes

Place Hold Cancel

Hold Level defaults to Title. To place a hold on a specific copy, highlight the copy on the left side and choose Hold Level = Copy.

Pickup Library can be changed.

Range defaults to System.

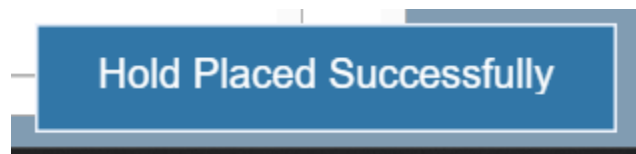
Request Expiration is the date the hold request drops off if it is never filled.

Recall Status is not usually used.

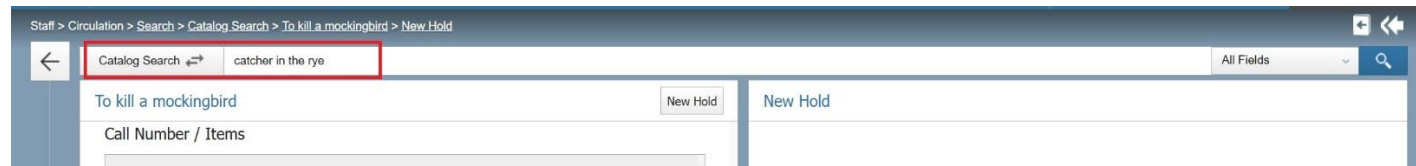
Date Suspended and Suspend Until only needed if patron can't pick up an item for a specified timeframe, like for vacation.

Notes are for special instructions like "place at drive-up window" and can be configured to print on a hold available slip.


Select Place Hold to complete the process. Hold Placed Successfully will briefly appear at the bottom of the screen.

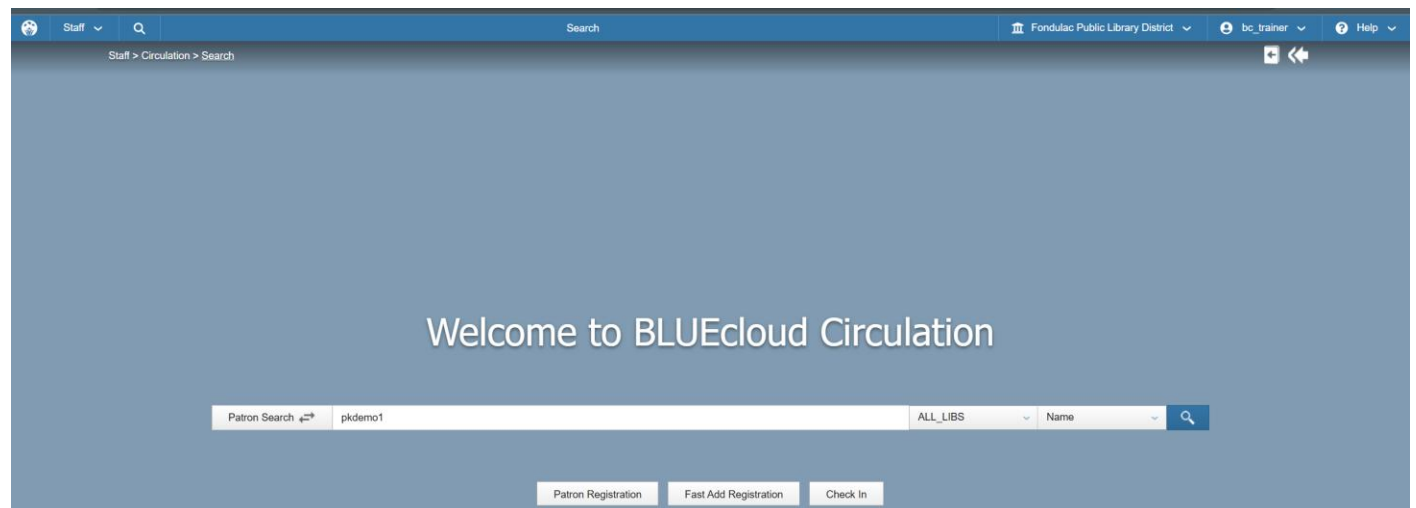


You can place another hold from this screen by entering a new catalog search in the top search bar.

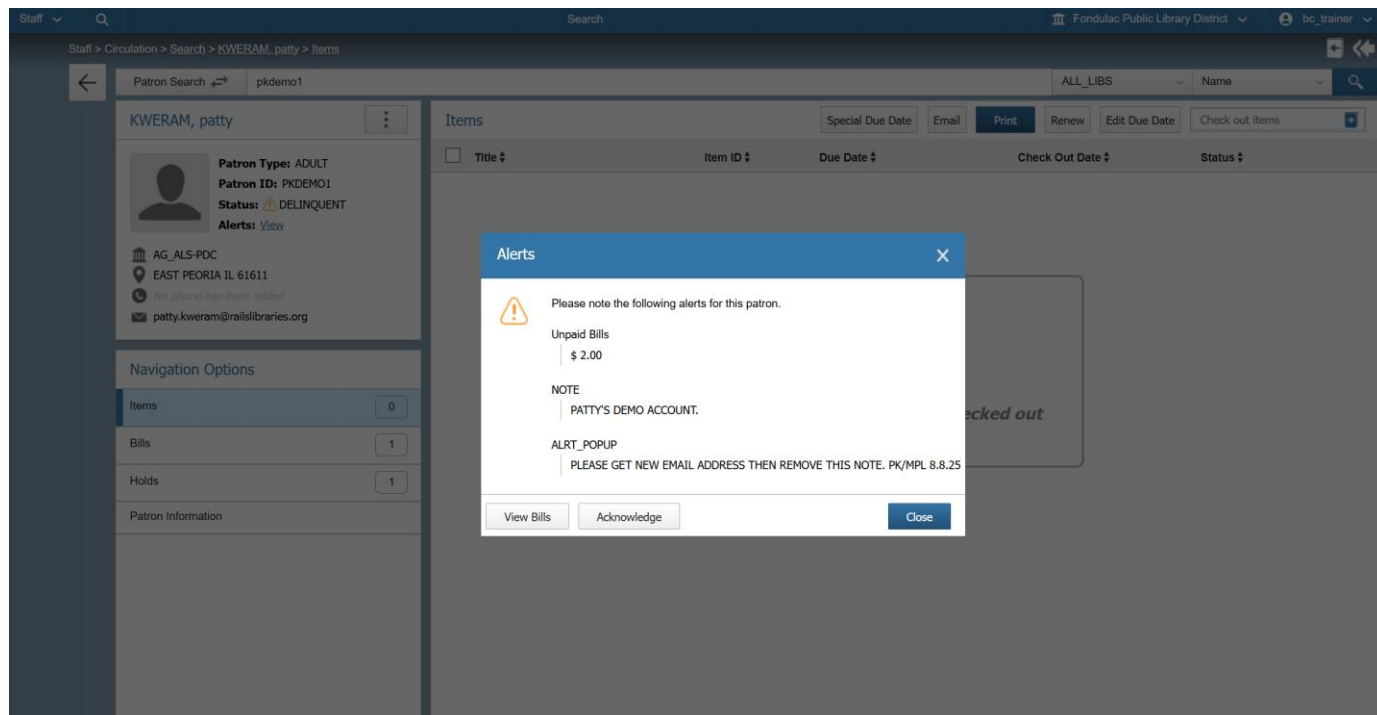


Verify the patron contact information

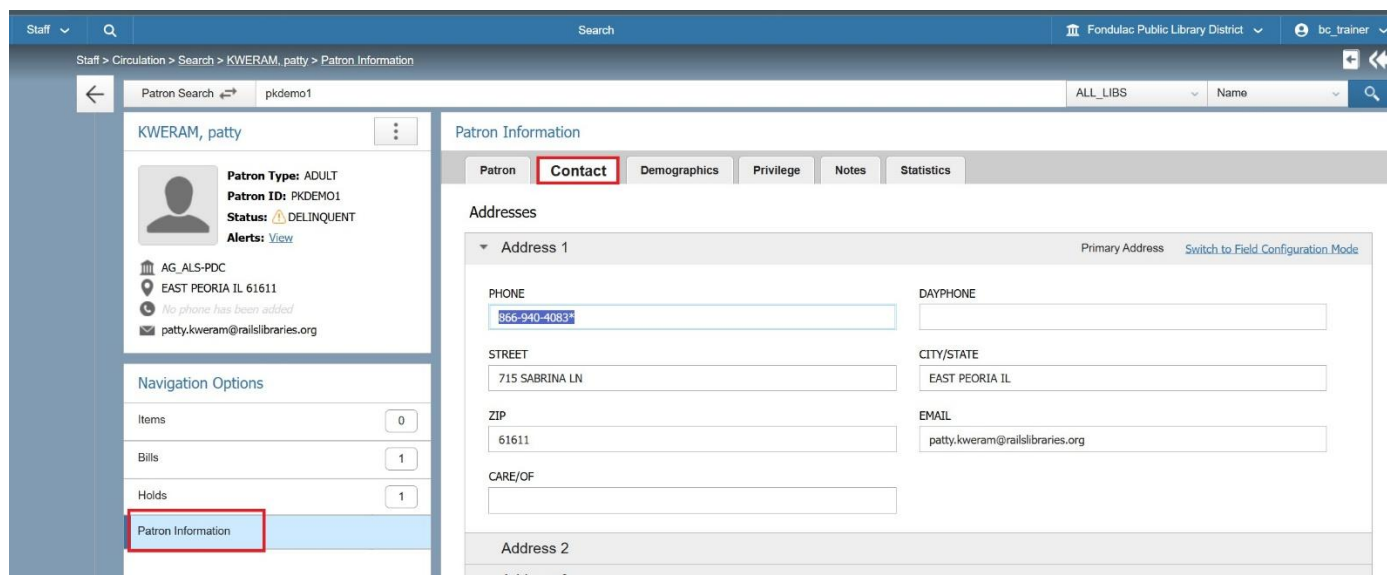
Return to the home screen  and switch to Patron Search. Scan the patron barcode or search for the patron by name.



Any alerts should show when entering the patron. Acknowledge or Close to continue without acting on the alerts.



Patron contact information can be verified under Navigation Options>Patron Information>Contact tab.



View Patron Holds

Scan card or enter patron information in the patron search bar.

Navigation Options will show number of holds. Select Holds to see a list of holds and their status. From this screen you can modify or remove hold(s).

Staff > Circulation > Search > KWERAM, patty > Holds

Patron Search: pkdemo1

ALL_LIBS Name

KWERAM, patty

Patron Type: ADULT
Patron ID: PKDEMO1
Status: DELINQUENT
Alerts: View

AG_ALS-PDC
EAST PEORIA IL 61611
No phone has been added
patty.kweram@rallsilibraries.org

Navigation Options

Items: 0
Bills: 1
Holds: 1
Patron Information

Holds

Title	Item ID	Status	Hold Date	Hold Expiration
To kill a mockingbird	A35520541785	In Transit	Sep 02 2025	Jun 29 2026

New Hold

Modify or Remove Holds for Patron

Under Navigation Options choose Holds and check the box to select the hold to modify or remove.

Staff > Circulation > Search > KWERAM, patty > Holds

Patron Search: pkdemo1

ALL_LIBS Name

KWERAM, patty

Patron Type: ADULT
Patron ID: PKDEMO1
Status: DELINQUENT
Alerts: View

AG_ALS-PDC
EAST PEORIA IL 61611
No phone has been added
patty.kweram@rallsilibraries.org

Navigation Options

Items: 0
Bills: 1
Holds: 1
Patron Information

Holds

Title	Item ID	Status	Hold Date
To kill a mockingbird	A12803384858	Placed	Sep 02 2025

New Hold

Only the following fields can be modified:

Circulation > Search > KWERAM, patty > Holds > To kill a mockingbird

Patron Search pkdemo1

ALL_LIBS Name

Holds New Hold

<input type="checkbox"/> Title	Item ID	Status
<input type="checkbox"/> To kill a mockingbird	A12803384858	Placed

To kill a mockingbird Cancel Hold

To kill a mockingbird

Patron KWERAM, patty
 Patron ID PKDEMO1
 Hold Date Tue Sep 02 2025
 Hold Position 2
 Status Placed

Hold Level
 Title

Pickup Library Range

Request Expiration * Jun 29 2026 Recall Status No

Date Suspended Suspend Until

Notes
 place at drive up window

To remove the hold choose Cancel Hold and confirm.

Staff > Circulation > Search > KWERAM, patty > Holds > To kill a mockingbird

Patron Search pkdemo1

ALL_LIBS Name

Holds New Hold

<input type="checkbox"/> Title	Item ID	Status
<input type="checkbox"/> To kill a mockingbird	A12803384858	Placed

To kill a mockingbird Cancel Hold

To kill a mockingbird

Patron KWERAM, patty
 Patron ID PKDEMO1
 Hold Date Tue Sep 02 2025
 Hold Position 2
 Status Placed

Hold Level

Cancel Hold Confirmation

Do you really want to cancel this hold?

Yes No

Modify or Remove Holds by Item

Currently not available.

Contact the RSA Help Desk at help@rsanfp.org or 866-940-4083 if you need help with BLUEcloud Circulation.