

Placing Holds for Patrons

General Guidelines

A. Types of Holds

1. **Bib-Level Holds** can be fulfilled by *any item* in the same bibliographic record. This type of hold means that the patron will receive whichever copy becomes available first. When placing holds for patrons, this is *almost always* the type of hold to place.

1. This type of hold is also called a Title-Level Hold.

Instructions for placing bib-level holds begin on page 3.

2. **Item-Level Holds** can only be fulfilled by a *specific* item even if there are other copies in the same bibliographic record. There are three reasons to place an item-level hold:

1. Any of the items in the bibliographic record have a **volume field**. In this case, you will need to select an item based on which volume the patron wants. In Sierra, you must do this manually. In the OPAC, the system will force an item-level hold for any title with volume fields.

2. You have the item that the patron wants to reserve in hand. This may be the case when a patron calls about an item we currently have checked in and wants to pick it up same day.

3. You need to reserve a copy owned by LPL for technical reasons like the patron not having ILL permissions.

Instructions for placing item-level holds begin on page 8.

B. Placing Holds AS a Patron

Patrons can place holds for themselves, using the OPAC or MaineCat using their barcode and PIN or barcode and name, respectively. When a patron is in the building, you may opt to teach them how to use the OPAC to do so instead of using Sierra to place the hold for them. It is not recommended to do this over the phone.

Instructions for placing holds through the OPAC and MaineCat as a patron are included in the Appendix I (page 24).

C. MaineCat/INN-Reach Holds

If the item that the patron wants is not available in Sierra but is available from a library in Maine, place an INN-Reach request through [MaineCat](#).

Instructions for placing MaineCat/INN-Reach holds begin on page 14.

D. Modifying Holds

Holds can be modified to not be fulfilled before or after a certain date either when the hold is initially placed in Sierra or through the Holds tab in a patron's record. Pick up location can also be modified. LPL patrons can pick their items up here or at APL.

Instructions for modifying holds begin on page 17.

You can also cancel holds for patrons.

Instructions canceling holds begin on page 20.

E. Hold Priority

1. In general, holds will be fulfilled in the order in which they are placed (i.e., the first patron to place a hold on an item will receive it first), but each library's patrons are given priority on their home library's items.

This means that if 5 patrons from other libraries are already requesting a book that LPL owns and then an LPL patron requests that same book, the LPL patron will receive LPL's copy of the book before the 5 patrons from other libraries. Sierra accounts for this prioritization automatically.

2. It is possible to manually move a patron up or down on a list of holds by "changing priority" of the hold. This should **only** be done when there is a system malfunction or staff error placing the hold. It should not be done on a regular basis.

Instructions changing hold priority begin on page 22.

Placing Bib-Level Holds

Holds can be placed using two Sierra Functions: **Check Out (Circulation Desk)** and **Search/Holds**. Instructions for using each function are included here, but in general, you should default to using **Check Out (Circulation Desk)** because it will allow you to place multiple holds for the same patron more easily. Instructions for placing holds in this way begin below. For instructions on using the **Search/Holds** Function, go to **page 6**. For help using Sierra’s browsing menu, see **Appendix II (page 29)**.

A. Placing Bib-Level Holds using the Check Out (Circulation Desk) Function

1. If you are not already in the Check Out (Circulation Desk) function, press “F1” on your keyboard or select it from the Functions menu in the top right corner of Sierra.
2. Pull up the patron’s record using their barcode, name, or u-number.
3. Go to the “Holds” tab

Sierra · MINERVA · Lewiston PL Circ

File Edit View Go Tools Reports Admin Help

Sierra FUNCTION Check Out (Circulation Desk)

Browse Key or Scan Item or Patron Barcode Search

Patron Information:

PATRON NAME	Furr, Lucy	EMAIL ADDR	lucyfurrbaby2016@fakeemail.com
P BARCODE	24240006666666	ADDRESS	17 Fake Address Rd
EXP DATE	10-06-2026		Lisbon, ME 04250
BIRTH DATE	06-21-1986		
PATRON TYPE	lpl staff		

Check Out 0

Checked-Out Items 0

Holds 0

Fines \$0.00

Holds Add Holds Cancel Holds Modify Holds View Cancelled Holds All

All	#	Barcode	Call Num	Location	Title	Pickup At	Not After	Status

4. Select “Add Holds”

Sierra · MINERVA · Lewiston PL Circ

File Edit View Go Tools Reports Admin Help

Sierra FUNCTION Check Out (Circulation Desk)

Browse Key or Scan Item or Patron Barcode Search

Patron Information:

PATRON NAME	Furr, Lucy	EMAIL ADDR	lucyfurrbaby2016@fakeemail.com
P BARCODE	24240006666666	ADDRESS	17 Fake Address Rd
EXP DATE	10-06-2026		Lisbon, ME 04250
BIRTH DATE	06-21-1986		
PATRON TYPE	lpl staff		

Check Out 0

Checked-Out Items 0

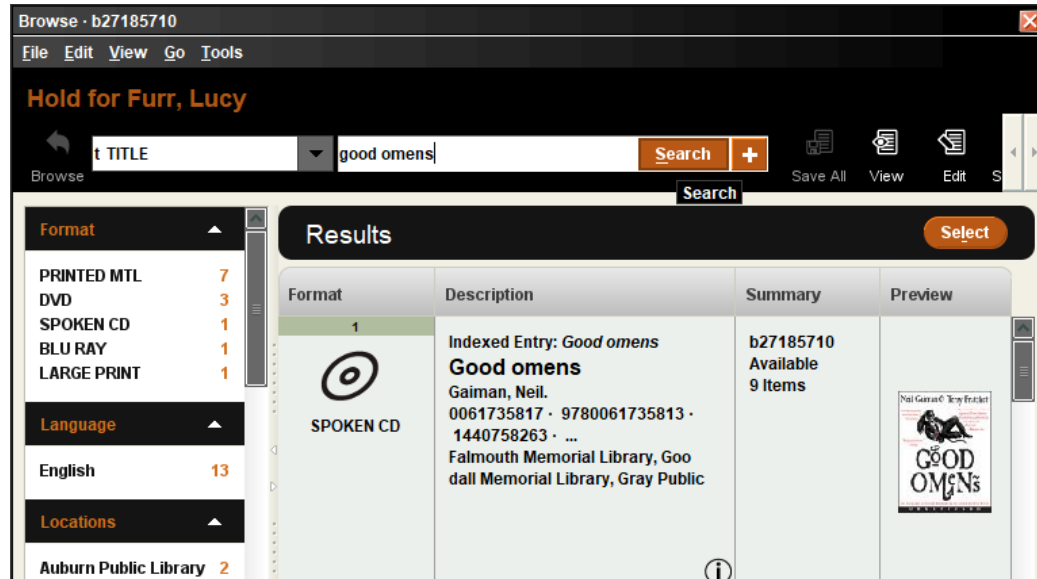
Holds 0

Fines \$0.00

Holds Add Holds Cancel Holds Modify Holds View Cancelled Holds All

All	#	Barcode	Call Num	Location	Title	Pickup At	Not After	Status

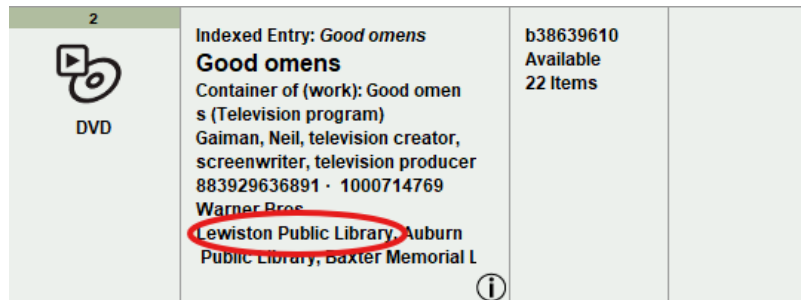
- In the pop-up “Browse” window, search for the item. For more information on using Sierra’s browsing menu options and filters, see **Appendix II (page 29)**.



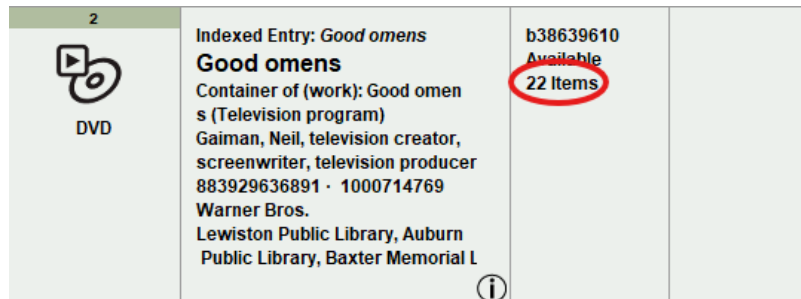
- Once you find the correct record, select it by double clicking its row or clicking its row and then clicking “Select.”

If there are **multiple applicable records**, select one that includes an LPL copy, or if LPL does not own one, select the record with the greatest number of items.

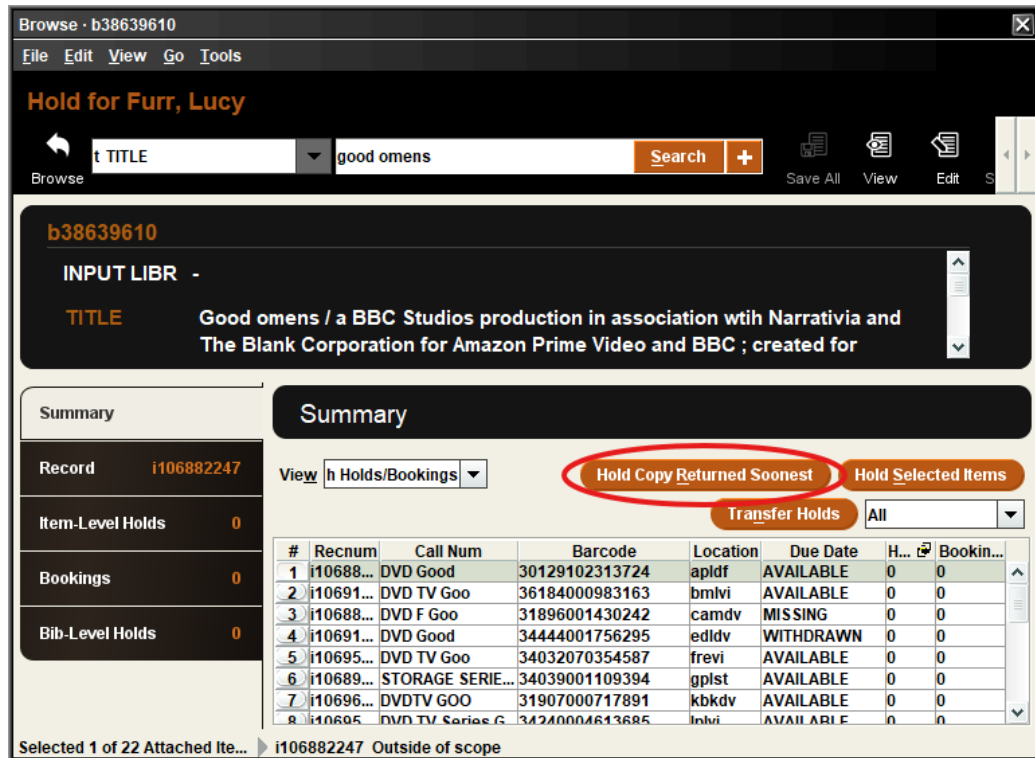
- Owning libraries appear at the bottom of the record description. If LPL owns a copy, “Lewiston Public Library” will appear first on the list.



- Number of items appears at the bottom of the record summary.



7. Select “Hold Copy Returned Soonest”



8. In the pop-up “Place a Title-Level Hold” window, edit any necessary details and hit “OK.”

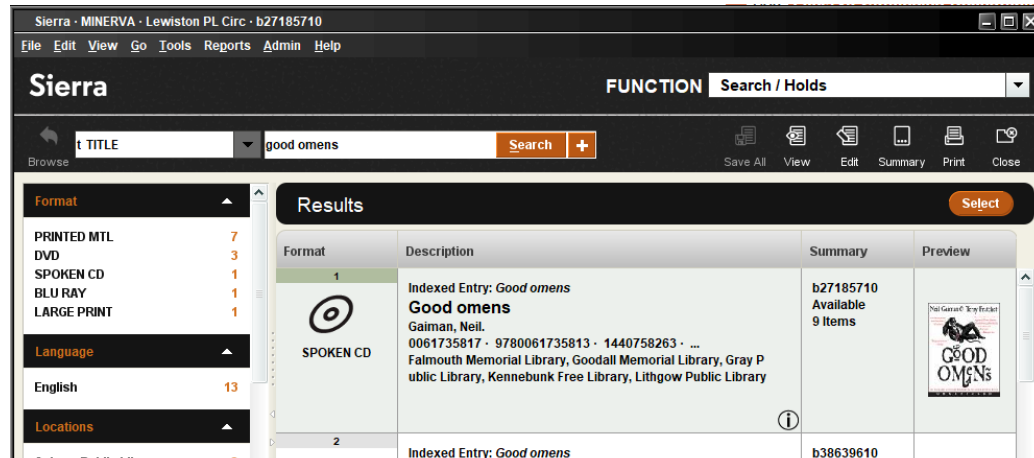


Pickup Location – defaults to LPL
Limit by Location - Don't use this as it messes up the hold queue. If you need an LPL item, place an item-level hold instead (instructions on page 7).
Not Wanted Before - Will “freeze” the hold until the date indicated.
Not Wanted After - Will cancel the hold automatically after this date.
Hold Note – Adds a note with addition info alongside the hold.

For most holds, editing the details on this pop-up will be unnecessary.

B. Placing Bib-Level Holds using the Search/Holds Function

1. If you are not already in the Search/Holds function, press “F3” on your keyboard or select it from the Functions menu in the top right corner of Sierra.
2. Search for the item. For more information on using Sierra’s browsing menu options and filters, see **Appendix II (page 29)**.



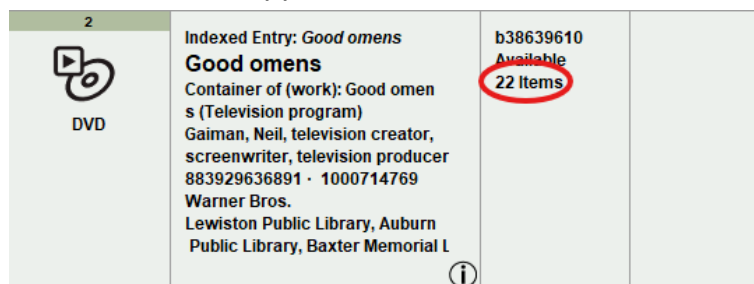
3. Once you find the correct record, select it by double clicking its row or clicking its row and then clicking “Select.”

If there are **multiple applicable records**, select one that includes an LPL copy, or if LPL does not own one, select the record with the greatest number of items.

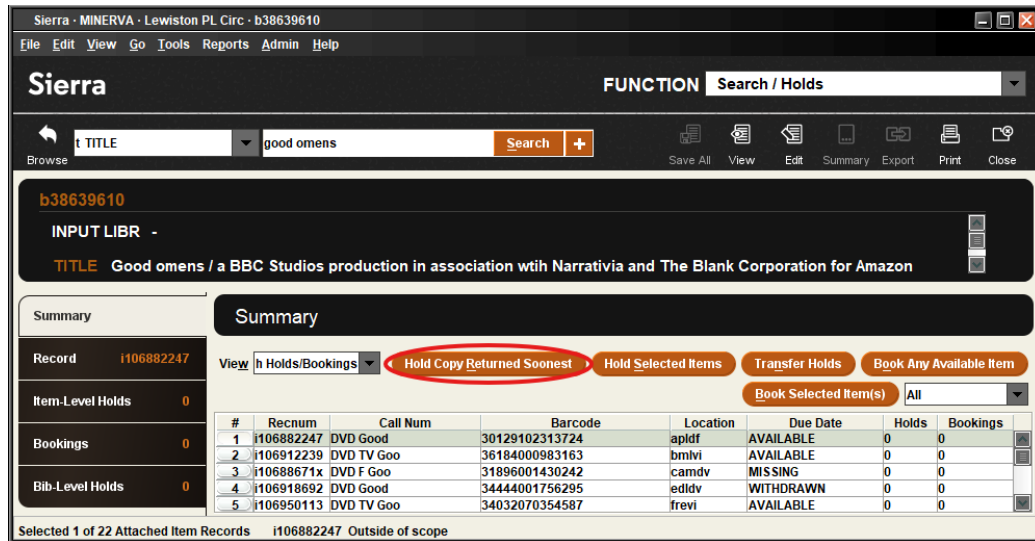
- a. Owning libraries appear at the bottom of the record description. If LPL owns a copy, “Lewiston Public Library” will appear first on the list.



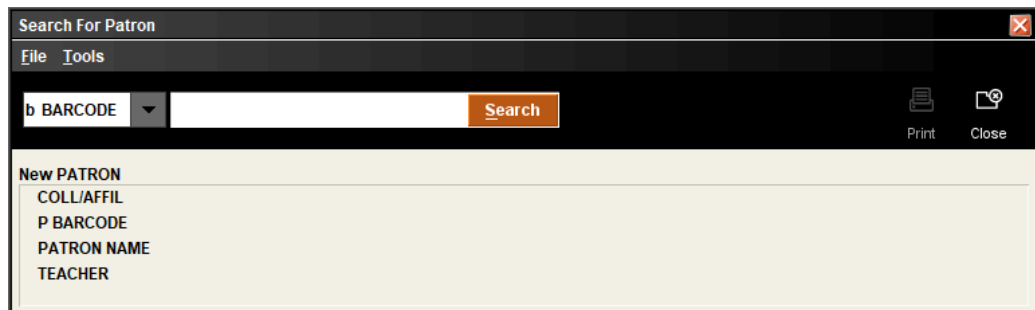
- b. Number of items appears at the bottom of the record summary.



4. Select “Hold Copy Returned Soonest”



5. In the pop-up “Search for Patron” window, scan the patron’s barcode or search by name or u-number. Select the patron record if searching by name or u-number.



6. In the pop-up “Place a Title-Level Hold” window, edit any necessary details and hit “OK.”



Pickup Location – defaults to LPL
Limit by Location - Don't use this as it messes up the hold queue. If you need an LPL item, place an item-level hold instead (instructions on page 7).
Not Wanted Before - Will “freeze” the hold until the date indicated.
Not Wanted After - Will cancel the hold automatically after this date.
Hold Note – Adds a note with addition info alongside the hold.

For most holds, editing the details on this pop-up will be unnecessary.

Placing Item-Level Holds

Just like for bib-level holds, item-level holds can be placed using two Sierra Functions: **Check Out (Circulation Desk)** and **Search/Holds**. Instructions for using each function are included here, but in general, you should default to using **Check Out (Circulation Desk)** because it will allow you to place multiple holds for the same patron more easily. Instructions for placing holds in this way begin below. For instructions on using the **Search/Holds** Function, go to **page 11**. For help using Sierra's browsing menu, see **Appendix II (page 29)**.

There are three **reasons to place an item-level hold** instead of a bib-level hold:

1. Any of the items in the bibliographic record have a **volume field**. In this case, you will need to select an item based on which volume the patron wants. In Sierra, you must do this manually. In the OPAC, the system will force an item-level hold for any title with volume fields.
2. You have the item that the patron wants to reserve in hand. This may be the case when a patron calls about an item we currently have checked in and wants to pick it up same day.
3. You need to reserve a copy owned by LPL for a technical reason like the patron not having ILL permissions.

A. Placing Holds using the Check Out (Circulation Desk) Function

1. If you are not already in the Check Out (Circulation Desk) function, press "F1" on your keyboard or select it from the Functions menu in the top right corner of Sierra.
2. Pull up the patron's record using their barcode, name, or u-number.
3. Go to the "Holds" tab

The screenshot shows the Sierra library system interface. At the top, the title bar reads "Sierra · MINERVA · Lewiston PL Circ". Below the title bar is a menu bar with "File", "Edit", "View", "Go", "Tools", "Reports", "Admin", and "Help". The main header area displays "Sierra" on the left and "FUNCTION Check Out (Circulation Desk)" on the right. A search bar is located below the header, with the text "Key or Scan Item or Patron Barcode" and a "Search" button. To the right of the search bar are icons for "New", "View", "Edit", "Print", and "Close".

The patron record is displayed in a table format:

PATRON NAME	Furr, Lucy	EMAIL ADDR	lucyfurrbaby2016@fakeemail.com
P BARCODE	24240006666666	ADDRESS	17 Fake Address Rd
EXP DATE	10-06-2026		Lisbon, ME 04250
BIRTH DATE	06-21-1986		
PATRON TYPE	lpl staff		

Below the patron record is a navigation bar with buttons for "Check Out", "Holds", "Add Holds", "Cancel Holds", "Modify Holds", and "View Cancelled Holds". The "Holds" button is highlighted. Below the navigation bar is a table with columns: "All", "#", "Barcode", "Call Num", "Location", "Title", "Pickup At", "Not After", and "Status". The "Holds" row is highlighted with a red circle, showing a count of "0".

At the bottom left of the interface, there are summary statistics:

Check Out	0
Checked-Out Items	0
Holds	0
Fines	\$0.00

4. Select “Add Holds”

The screenshot shows the Sierra library system interface. At the top, the title bar reads 'Sierra - MINERVA - Lewiston PL Circ'. Below it, the 'FUNCTION' dropdown is set to 'Check Out (Circulation Desk)'. A search bar contains the text 'Key or Scan Item or Patron Barcode'. The main area displays patron information for 'Furr, Lucy', including their barcode (2424000666666), email address (lucyfurrbaby2016@fakeemail.com), address (17 Fake Address Rd, Lisbon, ME 04250), and birth date (06-21-1986). Below this, there are buttons for 'Add Holds', 'Cancel Holds', 'Modify Holds', and 'View Cancelled Holds'. The 'Add Holds' button is circled in red. A table below shows 'Holds' and 'Checked-Out Items' counts, both at 0, and 'Fines' at \$0.00.

5. In the pop-up “Browse” window, search for the item. For more information on using Sierra’s browsing menu options and filters, see **Appendix II (page 29)**.

The screenshot shows the 'Browse' window in the Sierra library system. The title bar reads 'Browse - b10528647'. The search bar contains the text 'decline and fall of the roman empire'. The results table shows one record for 'The decline and fall of the Roman Empire' by Gibbon, Edward, 1737-1794. The record is available in 6 items. The 'Format' column shows 'PRINTED MTL'. The 'Summary' column shows 'b10528647 Available 6 Items'. The 'Preview' column is empty. The 'Select' button is highlighted in orange.

Format	Description	Summary	Preview
1 PRINTED MTL	Indexed Entry: <i>The decline and fall of the Roman Empire</i> The decline and fall of the Roman Empire Gibbon, Edward, 1737-1794. Freeport Community Library, Maine Ma	b10528647 Available 6 Items	

6. Once you find the correct record, select it by double clicking its row or clicking its row and then clicking “Select.”

Make sure that the record you select contains the correct volume. If there are **multiple applicable records**, select one that includes an LPL copy (if there is one). If LPL does not own a copy of the correct volume, select a record that includes the correct volume.

- Select the correct item by clicking on its row. (It will then appear highlighted.)

The screenshot shows a library catalog interface. At the top, there's a search bar with the text "decline and fall of the roman empire". Below the search bar, there's a section for "b16617757" with "INPUT LIBR I" and "AUTHOR Gibbon, Edward, 1737-1794.". A "Summary" section shows "Record i115206000" and "Item-Level Holds 0". Below this is a table with columns: #, Recnum, Call Num, Barcode, Locati..., Due Date, Ho..., and Bookings. The table contains five rows of data. The third row is highlighted with a red circle. Below the table, there are buttons for "Hold Copy Returned Soonest", "Hold Selected Items", and "Transfer Holds".

#	Recnum	Call Num	Barcode	Locati...	Due Date	Ho...	Bookings
1	i22025364937.09	G439d V.3	34240003935261	lplnf	AVAILABLE	0	0
2	i22051065937.09	G439d V.4	3424000191028	lplnf	AVAILABLE	0	0
3	i115206... 937.09	G439d V.5	34240004615789	lplnf	AVAILABLE	0	0
4	i22052318937.09	G439d V.6	3424000191030	lplnf	AVAILABLE	0	0
5	i22052677937.09	G439d V.7	3424000191031	lplnf	AVAILABLE	0	0

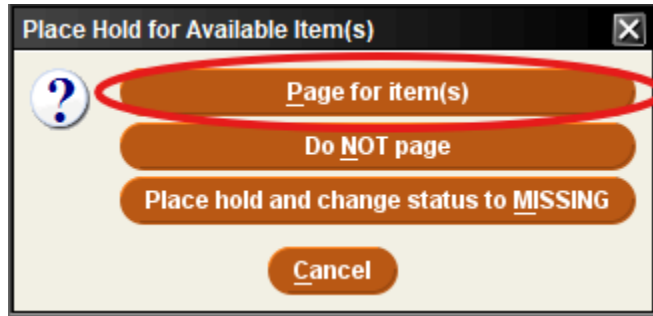
If the volume needed is owned by LPL and that copy is available, select LPL’s copy instead of another library’s copy.

If multiple volumes are needed, you can **select multiple items** by clicking and dragging to highlight rows that are next to each other or holding “Ctrl” on your keyboard while selecting multiple rows.

- Once all the volumes you need to request are highlighted, click “Hold Selected Items.”

This screenshot is identical to the one above, but the "Hold Selected Items" button in the summary section is circled in red.

- In the pop-up “Place Hold for Available Item(s)” window, click “Page for item(s).”



- In the pop-up “Place a Title-Level Hold” window, edit any necessary details and hit “OK.”

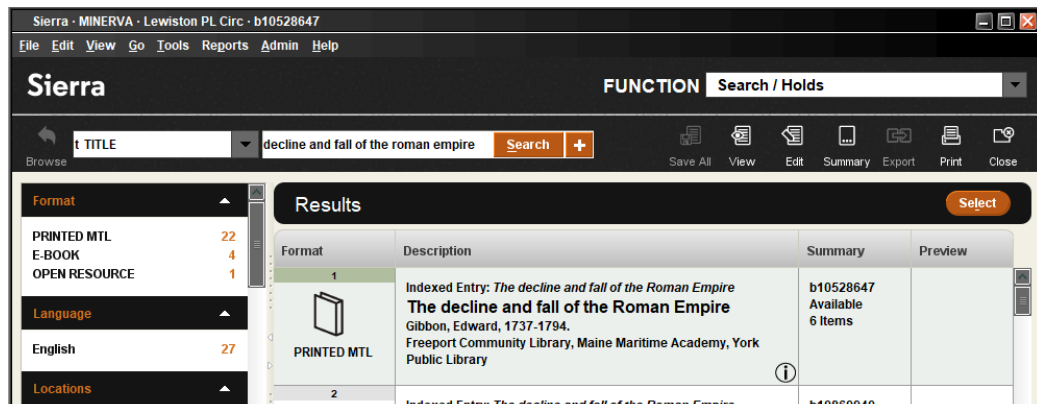


Pickup Location – defaults to LPL
Limit by Location - Don't use this as it messes up the hold queue. If you need an LPL item, place an item-level hold instead (instructions on page 7).
Not Wanted Before - Will “freeze” the hold until the date indicated.
Not Wanted After - Will cancel the hold automatically after this date.
Hold Note – Adds a note with addition info alongside the hold.

For most holds, editing the details on this pop-up will be unnecessary.

B. Placing Item-Level Holds using the Search/Holds Function

- If you are not already in the Search/Holds function, press “F3” on your keyboard or select it from the Functions menu in the top right corner of Sierra.
- Search for the item. For more information on using Sierra’s browsing menu options and filters, see **Appendix II (page 29)**.



- Once you find the correct record, select it by double clicking its row or clicking its row and then clicking “Select.”

Make sure that the record you select contains the correct volume. If there are **multiple applicable records**, select one that includes an LPL copy (if there is one). If LPL does not own a copy of the correct volume, select a record that includes the correct volume.

- Select the correct item by clicking on its row. (It will then appear highlighted.)

The screenshot shows the Sierra library system interface. At the top, the title bar reads "Sierra - MINERVA - Lewiston PL Circ - b16617757". Below this is a menu bar with "File Edit View Go Tools Reports Admin Help". The main header area includes the "Sierra" logo and a "FUNCTION Search / Holds" dropdown. A search bar contains the text "decline and fall of the roman empire" with a "Search +" button. Below the search bar, the record details are shown: "b16617757", "INPUT LIBR I", "AUTHOR Gibbon, Edward, 1737-1794.", and "TITLE The decline and fall of the Roman empire / by Edward Gibbon; ed. by J. B. Bury, M.A., with an introduction by the". A "Summary" section is visible, showing "Record i115206000" and "View h Holds/Bookings". Below this is a table of item-level holds with columns for #, Recnum, Call Num, Barcode, Location, Due Date, Holds, and Bookings. The table contains 6 rows of data. The "Hold Selected Items" button in the summary section is circled in red.

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i22025364	937.09 G439d V.3	34240003935261	lplnf	AVAILABLE	0	0
2	i22051065	937.09 G439d V.4	3424000191028	lplnf	AVAILABLE	0	0
3	i115206000	937.09 G439d V.5	34240004615789	lplnf	AVAILABLE	0	0
4	i22052318	937.09 G439d V.6	3424000191030	lplnf	AVAILABLE	0	0
5	i22052677	937.09 G439d V.7	3424000191031	lplnf	AVAILABLE	0	0
6	i22052963	937.09 G439d V.8	3424000191032	lplnf	AVAILABLE	0	0

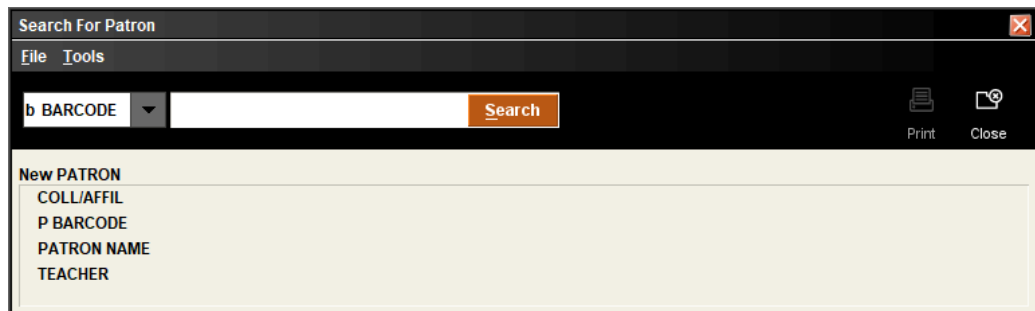
If the volume needed is owned by LPL and that copy is available, select LPL’s copy instead of another library’s copy.

If multiple volumes are needed, you can **select multiple items** by clicking and dragging to highlight rows that are next to each other or holding “Ctrl” on your keyboard while selecting multiple rows.

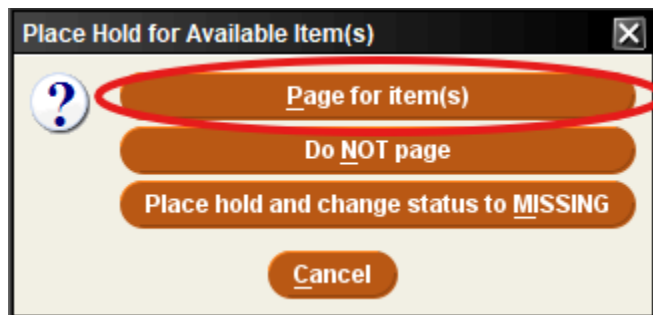
- Once all the volumes you need to request are highlighted, click “Hold Selected Items.”

This screenshot is identical to the one above, showing the same search results and interface elements. The "Hold Selected Items" button in the summary section is circled in red.

- In the pop-up “Search for Patron” window, scan the patron’s barcode or search by name or u-number. Select the patron record if searching by name or u-number.



- In the pop-up “Place Hold for Available Item(s)” window, click “Page for item(s).”



- In the pop-up “Place a Title-Level Hold” window, edit any necessary details and hit “OK.”



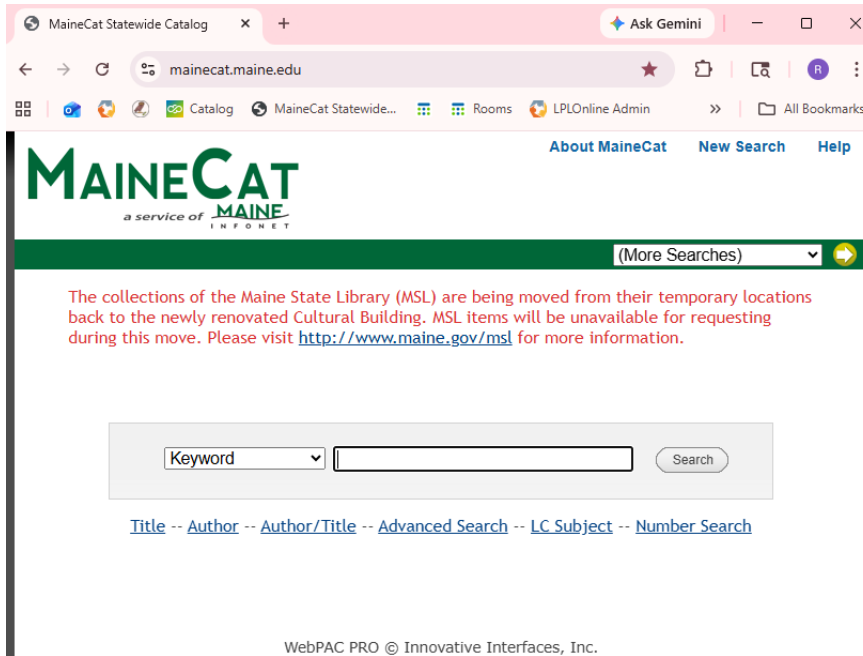
Pickup Location – defaults to LPL
Limit by Location - Don’t use this as it messes up the hold queue. If you need an LPL item, place an item-level hold instead (instructions on page 7).
Not Wanted Before - Will “freeze” the hold until the date indicated.
Not Wanted After - Will cancel the hold automatically after this date.
Hold Note – Adds a note with addition info alongside the hold.

For most holds, editing the details on this pop-up will be unnecessary.

Placing MaineCat/INN-Reach Holds

Currently, PINS are *not* required for placing holds through MaineCat. Below is the method for placing an INN-Reach hold for a patron using [MaineCat](https://mainecat.maine.edu/).

1. In your web browser, go to the MaineCat website (<https://mainecat.maine.edu/>).



2. Search for the item.



3. Select the item by clicking on its title.
4. Click “Request This Item”

MAINECAT
a service of MAINE INFONET

About MaineCat New Search Help

(Search History)

(More Searches)

The collections of the Maine State Library (MSL) are being moved from their temporary locations back to the newly renovated Cultural Building. MSL items will be unavailable for requesting during this move. Please visit <http://www.maine.gov/msl> for more information.

Add to Bag MARC Display Return to Browse Modify Search

Keyword Search

55 results found. Sorted by relevance | date | title .

Next Record

Author **Mardorossian, Carine M., 1966-**
 Title **Reclaiming difference** : Caribbean women rewrite postcolonialism / Carine M. Mardorossian.
 Publisher Charlottesville : University of Virginia Press, 2005.
 Phys Descr x, 187 pages ; 24 cm.

2 MaineCat libraries have this item

Copies			
Library	Shelving Location	Call Number and Serial Holdings	Request Status
Bates College (CBB)	Table of contents		
Bates College (CBB)	Ladd Library - Bookstacks	PN849.C3 M34 2005	AVAILABLE
University of Maine System	UMaine - UM Orono Stacks	PN849.C3 M34 2005	AVAILABLE

5. Select “Lewiston Public Library” (or “Auburn Public Library” if the patron’s card is technically an APL card) from the drop-down menu and then click “Submit above information.”

MAINECAT
a service of MAINE INFONET

About MaineCat New Search Help

(More Searches)

The collections of the Maine State Library (MSL) are being moved from their temporary locations back to the newly renovated Cultural Building. MSL items will be unavailable for requesting during this move. Please visit <http://www.maine.gov/msl> for more information.

Login

Requesting **Reclaiming difference** : Caribbean women rewrite postcolonialism / Carine M. Mardorossian.

Choose your home library

Submit above information

6. Enter the patron's information and click "Submit."



The collections of the Maine State Library (MSL) are being moved from their temporary locations back to the newly renovated Cultural Building. MSL items will be unavailable for requesting during this move. Please visit <http://www.maine.gov/msl> for more information.

Request Verification

Requesting *Reclaiming difference : Caribbean women rewrite postcolonialism / Carine M. Mardorossian.*

Please enter the following information:

Your Name: For example, type "Jane Smith"

Your Library Card #: For example, type "23131312....." (Colby, Bates, and Bowdoin patrons should enter their Campus ID)

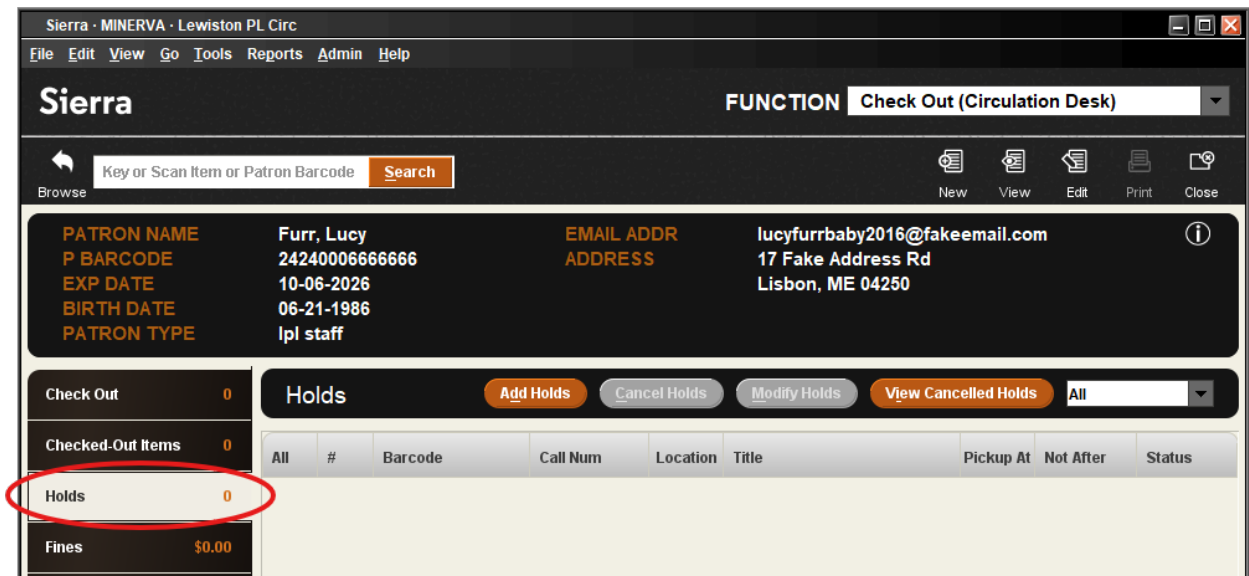


You can copy and paste the patron information from Sierra.

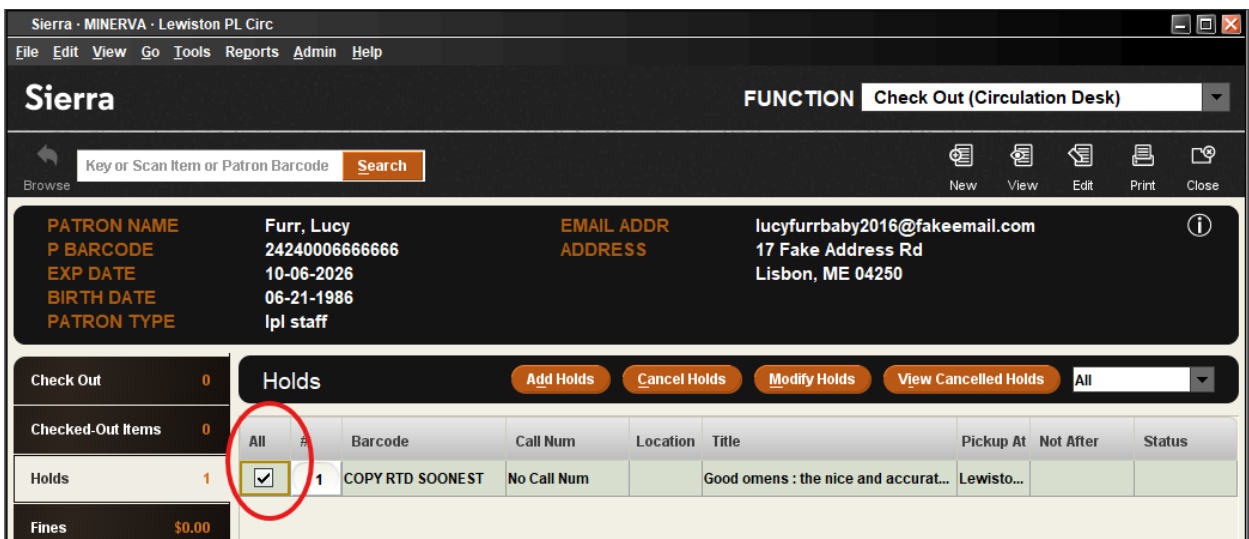
Modifying Hold(s)

Occasionally, a patron may want their hold(s) modified after they've been placed. Common use cases include a patron wanting a hold currently set for pickup at APL to come here (or vice versa), a patron wanting to suspend their hold(s) until they are back from a vacation, or a patron not wanting an item if it won't come before their book club.

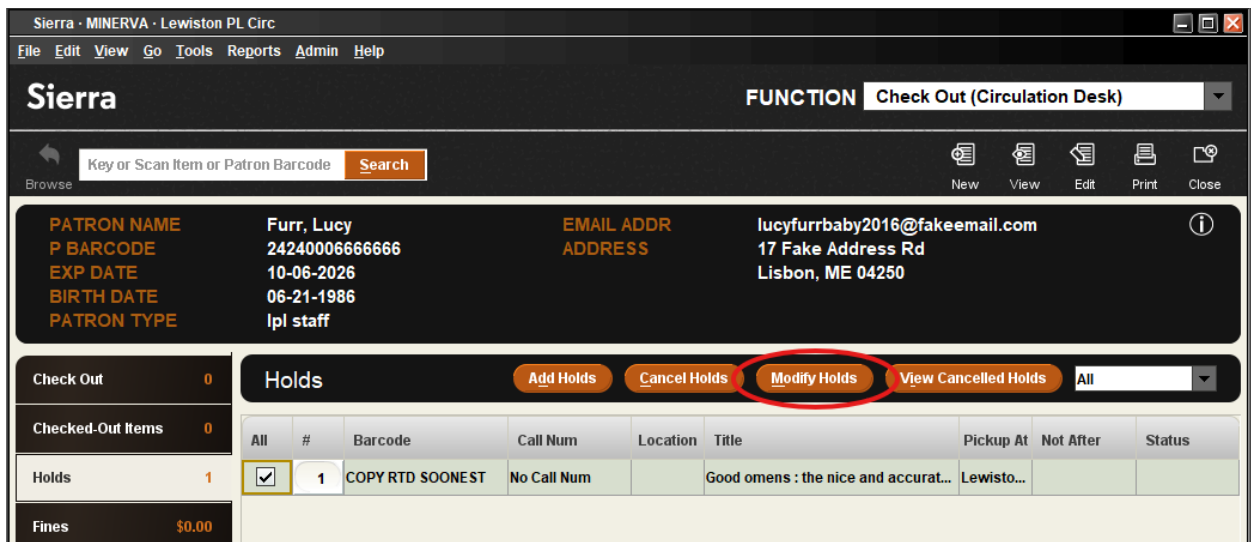
1. If you are not already in the Check Out (Circulation Desk) function, press "F1" on your keyboard or select it from the Functions menu in the top right corner of Sierra.
2. Pull up the patron's record using their barcode, name, or u-number.
3. Go to the "Holds" tab.



4. Select the relevant hold(s).

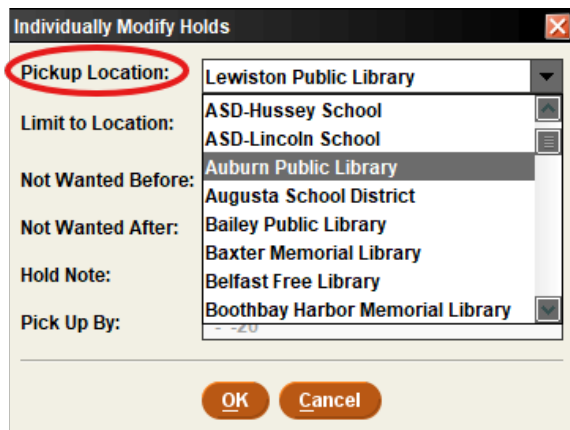


5. Click “Modify Holds.”



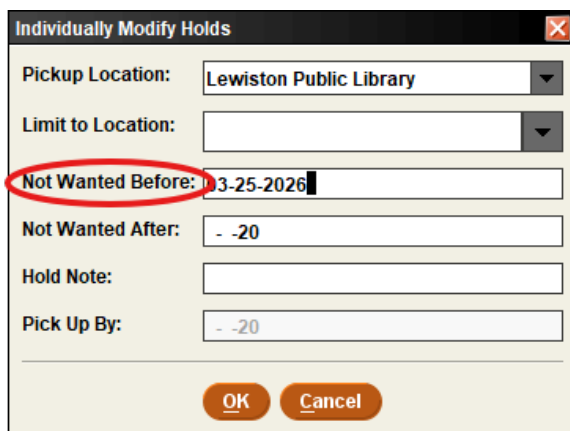
6. In the pop-up window, you can modify holds in the following ways:

- a. Change **Pickup Location** by selecting a different one from the drop-down menu.



Remember to **only** set pick up locations as LPL or APL, unless the patron is visiting from another library. For visiting patrons, you can set the pickup location as the patron’s home library.

- b. Enter a date into the **Not Wanted Before** field to freeze a hold so that it will not be filled until after that date.



- c. Enter a date into the **Not Wanted After** field to make the hold automatically cancel after that date.

Individually Modify Holds

Pickup Location: Lewiston Public Library

Limit to Location:

Not Wanted Before: - -20

Not Wanted After: 03-31-2026

Hold Note:

Pick Up By: - -20

OK Cancel

- d. Add a note in the **Hold Note** field to add extra information.

Individually Modify Holds

Pickup Location: Lewiston Public Library

Limit to Location:

Not Wanted Before: 03-25-2026

Not Wanted After: - -20

Hold Note: suspended for vacation

Pick Up By: - -20

OK Cancel

Notes show up in the bibliographic record in the Item-Level Holds or Bib-Level Hold tab(s):

View Item - b38086761

File Edit View Go Tools Help

View Edit Summary Print Close

b38086761

INPUT LIBR I

AUTHOR Gaiman, Neil, author.

TITLE Good omens : the nice and accurate prophecies of Agnes Nutter, witch / Neil Gaiman, Terry Pratchett.

Summary Bib-Level Hold

Record i104362091

View Only Mode

All	#	Date Placed	Patron Name	Patron Type	Pickup At	Limit To	Not Before	Not After	Holdnote	PickUp Date
<input type="checkbox"/>	1	03-07-2026 1...	Furr, Lucy	lpl staff	lpl		03-25-2026		suspended fo...	

Item-Level Holds 0

Bookings 0

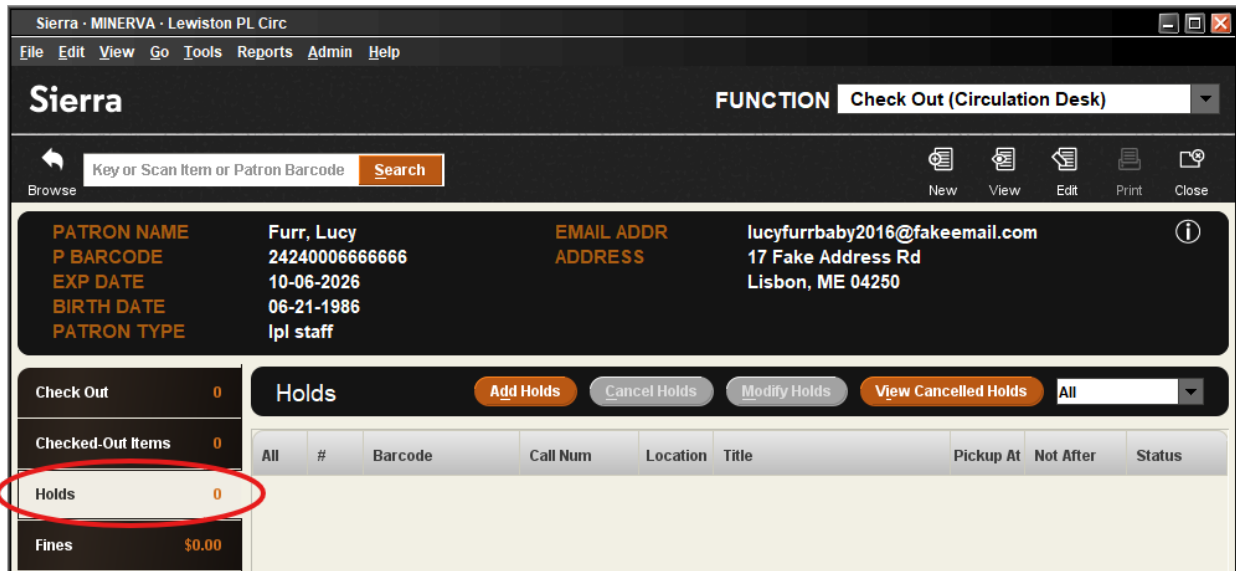
Bib-Level Hold 1

- e. Do **NOT** use the Limit to Location as it messes up the hold queue. If you need an LPL item, place an item-level hold instead (instructions on page 7).

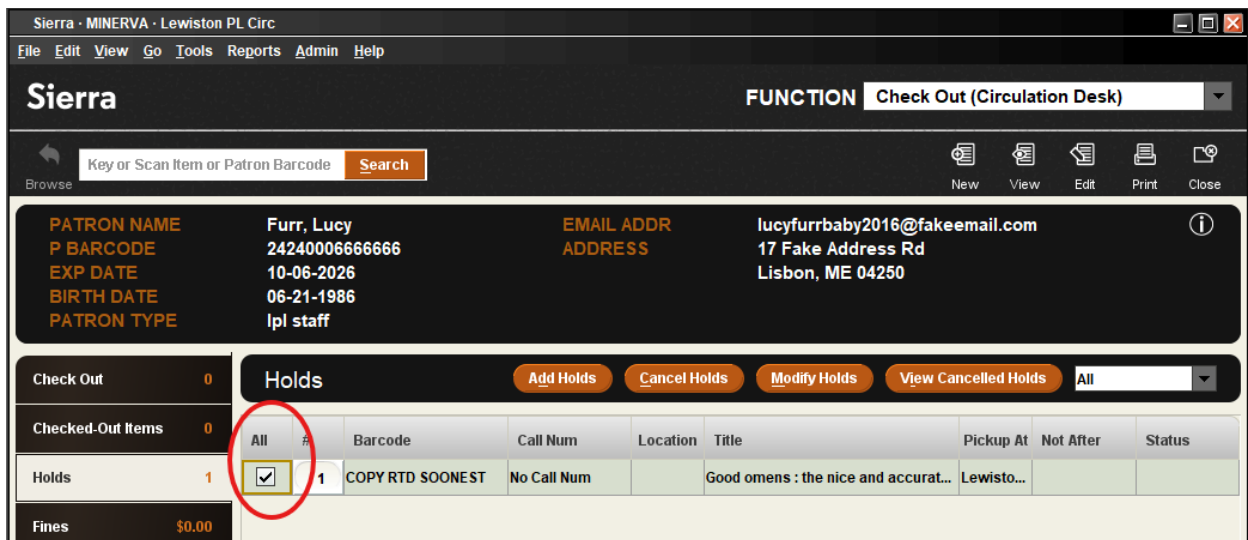
7. Click “OK” to confirm modification.

Canceling Hold(s)

1. If you are not already in the Check Out (Circulation Desk) function, press “F1” on your keyboard or select it from the Functions menu in the top right corner of Sierra.
2. Pull up the patron’s record using their barcode, name, or u-number.
3. Go to the “Holds” tab.



4. Select the relevant hold(s).



5. Click “Cancel Hols”

The screenshot shows the Sierra library system interface. At the top, the title bar reads "Sierra - MINERVA - Lewiston PL Circ". Below the menu bar, the "FUNCTION" dropdown is set to "Check Out (Circulation Desk)". A search bar contains the text "Key or Scan Item or Patron Barcode".

The patron information section displays the following details:

- PATRON NAME:** Furr, Lucy
- P BARCODE:** 24240006666666
- EXP DATE:** 10-06-2026
- BIRTH DATE:** 06-21-1986
- PATRON TYPE:** lpl staff
- EMAIL ADDR:** lucyfurrbaby2016@fakeemail.com
- ADDRESS:** 17 Fake Address Rd, Lisbon, ME 04250

Below the patron information, there are buttons for "Add Holds", "Cancel Holds", "Modify Holds", and "View Cancelled Holds". The "Cancel Holds" button is circled in red. To the left, a summary shows "Check Out: 0" and "Checked-Out Items: 0".

A table below the buttons shows the hold details:

All	#	Barcode	Call Num	Location	Title	Pickup At	Not After	Status
<input checked="" type="checkbox"/>	1	COPY RTD SOONEST	No Call Num		Good omens : the nice and accurat...	Lewiston ...		

6. In the pop-up window, click “No.”

The screenshot shows a pop-up window titled "Question" with a close button in the top right corner. The window contains a question mark icon and the text "Notify patron of cancelled hold?". Below the question are three buttons: "Yes", "No", and "Cancel". The "No" button is circled in red.

Changing Hold Priority

It is possible to manually move a patron up or down on a list of holds by “changing priority” of the hold. This should **only** be done when there is a system malfunction or staff error placing the hold. It should not be done on a regular basis.

1. Pull up the item’s bibliographic record.
2. Click on the “Item-Level Holds” or “Bib-Level Holds” tab (depending on which type of hold it is)

Sierra · MINERVA · Lewiston PL Circ · b38639610

File Edit View Go Tools Reports Admin Help

Sierra FUNCTION Search / Holds

Search: Good omens / a BBC Studios production

Summary

Record: i106882247

Item-Level Holds: 0

Bookings: 0

Bib-Level Holds: 2

Bib-Level Holds

Buttons: Add Patron, Cancel Holds, Modify Holds, Change Priority

All	#	Date Pl...	Patron ...	Patron ...	Pickup At	Limit To	Not Before	Not After	Holdnote	PickUp ...
<input type="checkbox"/>	1	03-07-20...	Furr, Lucy	lpl staff	lpl					
<input type="checkbox"/>	2	03-07-20...	Flieg, Reg...	lpl staff	lpl					

3. Select the hold you need to adjust the priority of.

Summary

Record: i106882247

Item-Level Holds: 0

Bookings: 0

Bib-Level Holds: 2

Bib-Level Holds

Buttons: Add Patron, Cancel Holds, Modify Holds, Change Priority

All	#	Date Pl...	Patron ...	Patron ...	Pickup At	Limit To	Not Before	Not After	Holdnote	PickUp ...
<input type="checkbox"/>	1	03-07-20...	Furr, Lucy	lpl staff	lpl					
<input checked="" type="checkbox"/>	2	03-07-20...	Flieg, Reg...	lpl staff	lpl					

- Click “Change Priority.”

All	#	Date Pl...	Patron ...	Patron ...	Pickup At	Limit To	Not Before	Not After	Holdnote	PickUp ...
<input type="checkbox"/>	1	03-07-20...	Furr, Lucy	lpl staff	lpl					
<input checked="" type="checkbox"/>	2	03-07-20...	Fleg, Reg...	lpl staff	lpl					

- In the pop-up “Change Hold Priority” window, select a new priority from the drop-down menu.

- Click “OK.”

- Click “Modify Holds.”

All	#	Date Pl...	Patron ...	Patron ...	Pickup At	Limit To	Not Before	Not After	Holdnote	PickUp ...
<input checked="" type="checkbox"/>	1	03-07-20...	Fleg, Reg...	lpl staff	lpl					
<input type="checkbox"/>	2	03-07-20...	Furr, Lucy	lpl staff	lpl					

- Add a brief explanation with staff initials in the Hold Note field and click “OK.”

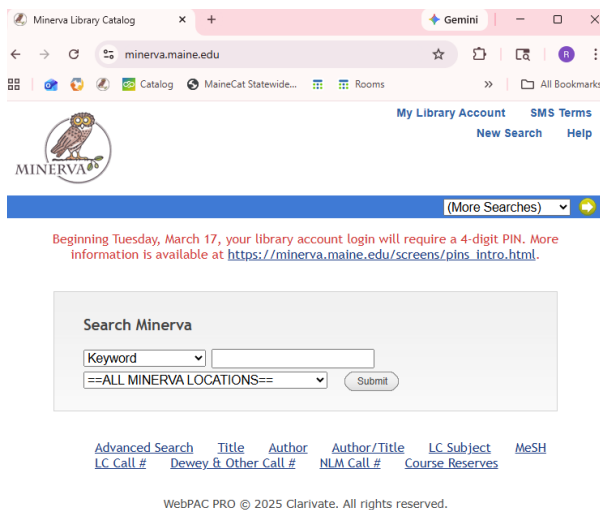
Appendix I:

Placing Holds as a Patron

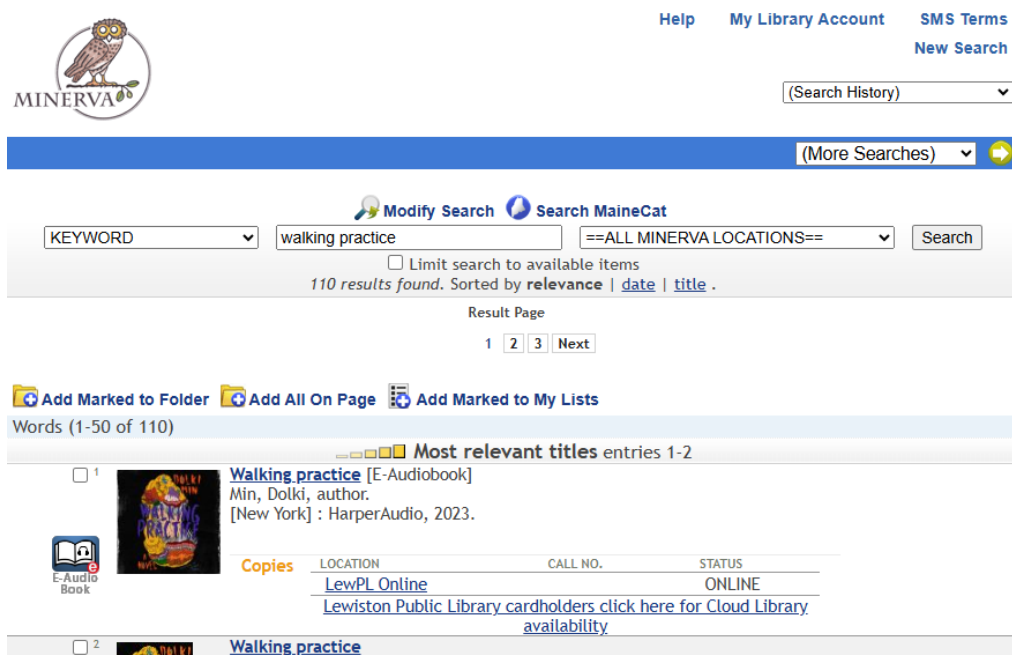
Patrons can place holds for themselves, using the OPAC or MaineCat using their barcode and PIN or barcode and name, respectively. Instructions for placing a hold as a patron **through the OPAC** are below. Instructions for placing a hold as a patron through **MaineCat** are on **page 26**.

Placing a Hold Through the OPAC

1. In your web browser, go to the OPAC (<https://minerva.maine.edu/>).



2. Search for the item.



3. Select the relevant title by clicking its title.
4. Click “Request.”

The screenshot shows the Minerva library website interface. At the top left is the Minerva logo featuring an owl. Navigation links include 'Help', 'My Library Account', and 'SMS Terms'. A search history dropdown shows '(Search History)'. A blue bar contains '(More Searches)'. Below this is a toolbar with icons for 'Request' (circled in red), 'Add to My Lists', 'Add to Folder', 'MARC Display', 'Return to Browse', and 'Modify Search'. A 'More Like This' link is also present. The search input field contains 'walking practice' and the location dropdown is set to '==ALL MINERVA LOCATIONS=='. A 'Search' button is visible. Below the search bar, there is a checkbox for 'Limit search to available items' and a message: '110 results found. Sorted by relevance | date | title'. Navigation links for 'Previous Record' and 'Next Record' are on the right. The book details for 'Walking practice' by Dolki Min are shown, including the publisher 'New York, NY : HarperVia, 2023. ©2022'. A table lists the available copies:

Copies	LOCATION	CALL NO.	STATUS
	Bailey Fiction	MIN	DUE 03-21-26
	Boothbay Hbr Fiction	FIC MIN	AVAILABLE
	LewPL Fiction	F Min,D	Recently Returned
	Waterville PI New 14 Day Fic	FIC Min	AVAILABLE

5. Enter barcode number and PIN, and click “Submit.”

Barcode or Username

PIN/Password

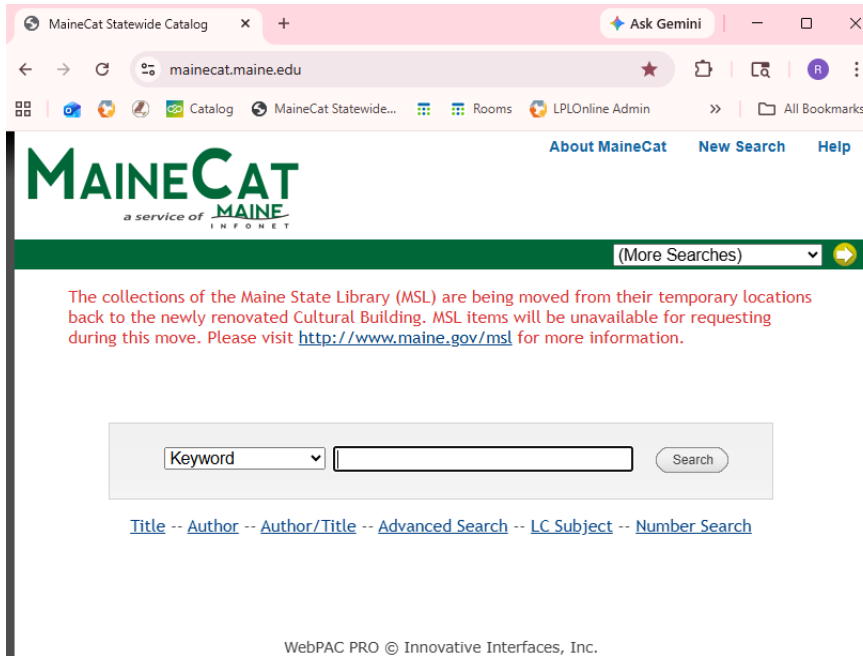
Remember this login information?

This image is from New York Public Library – replace with Minerva’s after 3/17/26

Placing a Hold Through MaineCat

Currently, PINS are *not* required for placing holds through MaineCat.

1. In your web browser, go to the MaineCat website (<https://mainecat.maine.edu/>) if you're not there already.



2. Search for the item.



3. Select the item by clicking on its title.
4. Click “Request This Item”

MAINECAT
a service of MAINE INFONET

About MaineCat New Search Help

(Search History)

(More Searches)

The collections of the Maine State Library (MSL) are being moved from their temporary locations back to the newly renovated Cultural Building. MSL items will be unavailable for requesting during this move. Please visit <http://www.maine.gov/msl> for more information.

Add to Bag MARC Display Return to Browse Modify Search

Keyword Search

55 results found. Sorted by relevance | date | title .

Next Record

Author Mardorossian, Carine M., 1966-
Title **Reclaiming difference** : Caribbean women rewrite postcolonialism / Carine M. Mardorossian.
Publisher Charlottesville : University of Virginia Press, 2005.
Phys Descr x, 187 pages ; 24 cm.

2 MaineCat libraries have this item
Request This Item

Copies			
Library	Shelving Location	Call Number and Serial Holdings	Request Status
Bates College (CBB)	Table of contents		
Bates College (CBB)	Ladd Library - Bookstacks	PN849.C3 M34 2005	AVAILABLE
University of Maine System	UMaine - UM Orono Stacks	PN849.C3 M34 2005	AVAILABLE

5. Select “Lewiston Public Library” (or “Auburn Public Library” if the patron’s card is technically an APL card) from the drop-down menu and then click “Submit above information.”

MAINECAT
a service of MAINE INFONET

About MaineCat New Search Help

(More Searches)

The collections of the Maine State Library (MSL) are being moved from their temporary locations back to the newly renovated Cultural Building. MSL items will be unavailable for requesting during this move. Please visit <http://www.maine.gov/msl> for more information.

Login


Requesting **Reclaiming difference** : Caribbean women rewrite postcolonialism / Carine M. Mardorossian.

Choose your home library

Submit above information

6. Enter the patron's information and click "Submit."

[About MaineCat](#) [New Search](#) [Help](#)



(More Searches)
▼
▶

The collections of the Maine State Library (MSL) are being moved from their temporary locations back to the newly renovated Cultural Building. MSL items will be unavailable for requesting during this move. Please visit <http://www.maine.gov/msl> for more information.

Request Verification

Requesting *Reclaiming difference : Caribbean women rewrite postcolonialism / Carine M. Mardorossian.*

Please enter the following information:

Your Name: For example, type "Jane Smith"

Your Library Card #: For example, type "23131312....." (Colby, Bates, and Bowdoin patrons should enter their Campus ID)



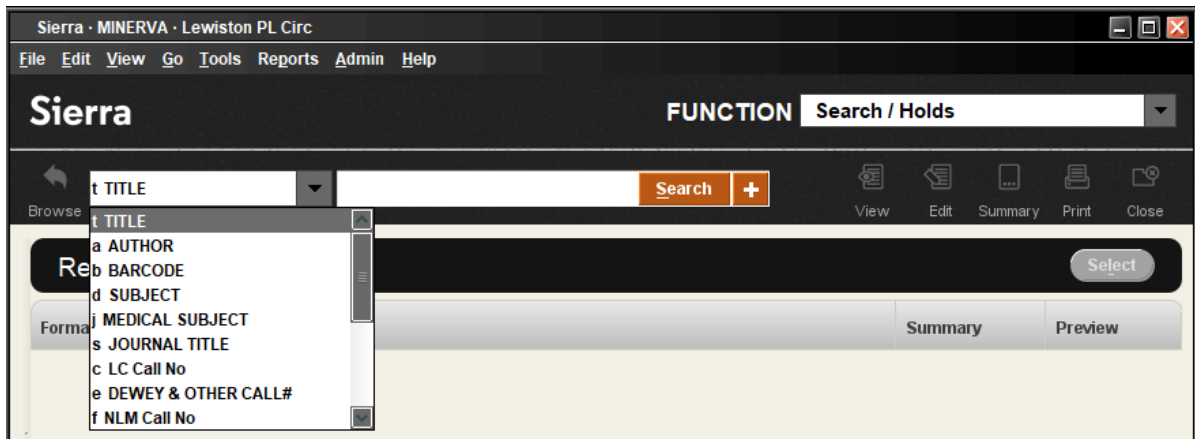
Appendix II: Sierra's Browsing Options

Sierra has a variety of search fields and filters to guide your browsing. Information about **search fields** begin below. Information about **search filters** begins on **page 33**.

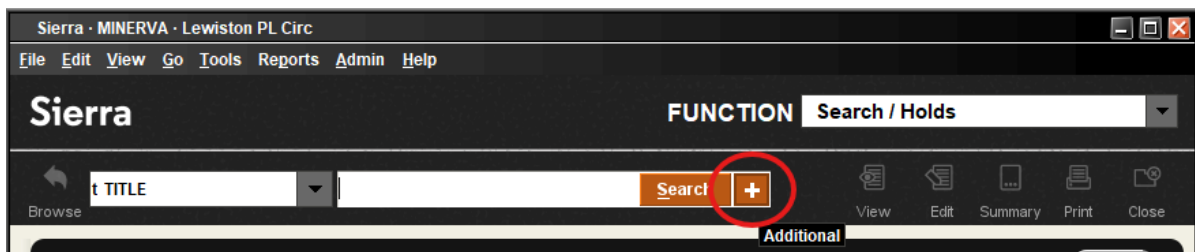
Search Fields

A. Selecting Fields

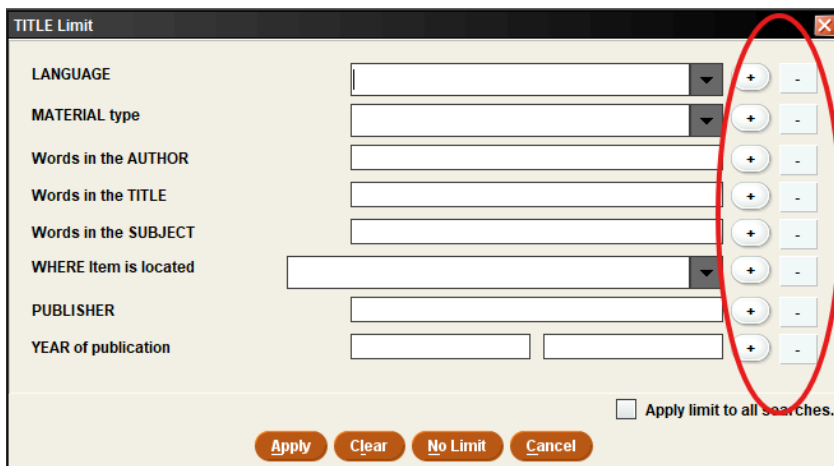
You can select which search field to use by selecting it from the drop-down menu:



For more options and/or to search using more than one field, click “+.”



In the pop-up window, you can add or subtract additional fields using the “+” and “-.”



B. Types of Search Fields

There are many types of fields you can search by, but below is a list of some of the most useful ones for browsing with explanations of how they work.

- **t – TITLE** – returns a list of titles, in alphabetical order, that start with whatever you type in the search bar

Sierra · MINERVA · Lewiston PL Circ · b34996679

File Edit View Go Tools Reports Admin Help

Sierra FUNCTION Search / Holds

Format: TITLE | how to kill | Search

Results

Format	Description	Summary	Preview
1 PRINTED MTL	Indexed Entry: <i>How to kill a city : gentrification, inequality, and the fight for the neighborhood</i> How to kill a city : gentrification, inequality, and the fight for the neighborhood Moskowitz, Peter, 1988- author. 9781568585239 · 1568585233 Merrill Memorial Library, Southern Maine CC, Thomas Memorial Library	b34996679 Available 3 Items 1 Order	
2 E-BOOK	Indexed Entry: <i>How to kill a dragon : aspects of Indo-European poetics</i> How to kill a dragon : aspects of Indo-European poetics Watkins, Calvert. Central Maine Community College, Eastern Maine Community College, Northern Maine Community College, Southern Maine CC	b3662570x Not Available 6 Items	

- **a – AUTHOR** – returns a list of titles that have an author starting with whatever you typed in the search bar

Sierra · MINERVA · Lewiston PL Circ · b26279885

File Edit View Go Tools Reports Admin Help

Sierra FUNCTION Search / Holds

Format: a AUTHOR | chapman cl | Search

Results

Format	Description	Summary	Preview
1 PRINTED MTL	Indexed Entry: <i>Chapman, Clark R.</i> Cosmic catastrophes Chapman, Clark R. Unity Environmental University	b26279885 Not Available 1 Item	
2 PRINTED MTL	Indexed Entry: <i>Chapman, Clark R.</i> Cosmic Catastrophies I. Chapman, Clark R. 0306431637 Maine Maritime Academy	b35665154 Available 1 Item	
3 PRINTED MTL	Indexed Entry: <i>Chapman, Clay McLeod,</i> Acquired taste Chapman, Clay McLeod, author. 9781835410783 Lewiston Public Library, Curtis Memorial Library, Waterville Public Library	b42111493 Available 3 Items	
4 GRAPHIC NOVELS	Indexed Entry: <i>Chapman, Clay McLeod,</i> The amazing Spider-Man. Edge of Spider-Man Hine, David, author. 9780785197287 Lewiston Public Library, McArthur Youth Collection	b31838613 Available 2 Items	

Remember: Author fields list the *last name* first, so Sierra will search this way even if you don't include a comma.

- **b – BARCODE** – pulls up the bibliographic record containing the item with specified barcode

Sierra - MINERVA - Lewiston PL Circ - b40851850

FUNCTION Search / Holds

Search: b BARCODE 34240005035896

Record: i122676397

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i118169233	MIN	36397002053104	baifi	03-21-2026	0	0
2	i11788232x	FIC MIN	33240004620208	bbhfi	AVAILABLE	0	0
3	i122676397	F Min,D	34240005035896	lpifi	AVAILABLE	0	0
4	i124223187	FIC Min	3662004138015	wplf4	AVAILABLE	0	0

This is most useful when trying to quickly access the record of an item you already have in hand.

- **d – SUBJECT** – returns a list of titles that include a subject field (entered by the cataloguer) starting with whatever you typed in the search bar
- **i – PUBN #** – pulls up the bibliographic record containing the item with specified ISBN
- **W – WORD** – returns a list of titles that contain whatever you typed the search bar anywhere in their record

Sierra - MINERVA - Lewiston PL Circ - b42202516

FUNCTION Search / Holds

Search: W WORD walking dolki

Results

Format	Description	Summary	Preview
E-AUDIOBOOK	Walking practice Bohang yeonseup. English. Min, Dolki, author. 9780063258648 Lewiston Public Library	b42202516 Not Available 1 Item	
PRINTED MTL	Walking practice Bohaeng yeonseup. English Min, Dolki, author. 9780063258617 · 9780063258624 Lewiston Public Library, Bailey Public Library, Boothbay Harbor Memorial Library, Waterville Public Library	b40851850 Available 4 Items	

2 Words, 2 ENTRIES

This keyword style search is great for quick searching especially if you enter the author's name and part of the title.

- **RECORD #** – pulls up the bibliographic record for the bib or item record number entered

Bib Record Numbers are unique identifiers for bibliographic records and all start with “b”

Sierra - MINERVA - Lewiston PL Circ - b40851850

FUNCTION Search / Holds

RECORD # b40851850 Search

b40851850
INPUT LIBR 5
AUTHOR Min, Dolki, author.
TITLE Walking practice / Dolki Min ; translated by Victoria Caudle.

Summary

Record i118169233
Item-Level Holds 0
Bookings 0
Bib-Level Holds 0

View h Holds/Bookings

Hold Copy Returned Soonest Hold Selected Items Transfer Holds Book Any Available Item

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i118169233	MIN	36397002053104	baifi	03-21-2026	0	0
2	i11788232x	FIC MIN	33248001620208	bbhfi	AVAILABLE	0	0
3	i122676397	F Min,D	34240005035896	lpifi	AVAILABLE	0	0
4	i124223187	FIC Min	36662004158015	wplf4	AVAILABLE	0	0

Selected 1 of 4 Attached Item Records i118169233 Outside of scope

Item Record Numbers are unique identifiers for specific items and all start with “i”

Sierra - MINERVA - Lewiston PL Circ - b40851850

FUNCTION Search / Holds

RECORD # i122676397 Search

b40851850
INPUT LIBR 5
AUTHOR Min, Dolki, author.
TITLE Walking practice / Dolki Min ; translated by Victoria Caudle.

Summary

Record i122676397
Item-Level Holds 0
Bookings 0
Bib-Level Holds 0

View h Holds/Bookings

Hold Copy Returned Soonest Hold Selected Items Transfer Holds Book Any Available Item

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i118169233	MIN	36397002053104	baifi	03-21-2026	0	0
2	i14788232x	FIC MIN	33248001620208	bbhfi	AVAILABLE	0	0
3	i122676397	F Min,D	34240005035896	lpifi	AVAILABLE	0	0
4	i124223187	FIC Min	36662004158015	wplf4	AVAILABLE	0	0

Selected 1 of 4 Attached Item Records i122676397 Not checked out

Record numbers show up on the **pull list**, so searching in this way is helpful when looking for more information about an item from that list.

Search Filters

Filters can be used to limit search results by various criteria.

A. Navigating Filters

Filters appear on the left-hand side of Sierra, next to the search results:

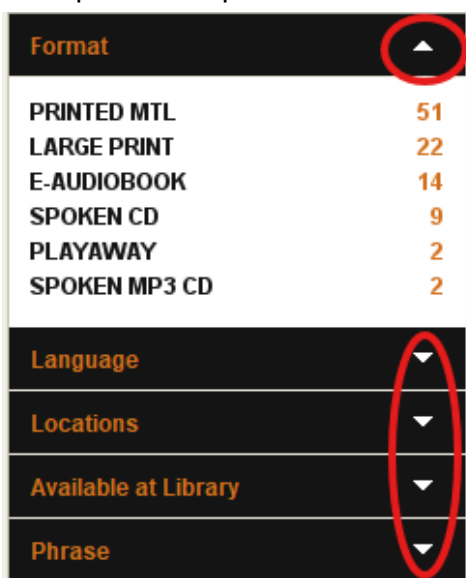
The screenshot shows the Sierra library catalog interface. On the left, there is a filter menu with categories: Format, Language, and Locations. The 'Format' section is expanded, showing options like PRINTED MTL (51), LARGE PRINT (22), E-AUDIOBOOK (14), SPOKEN CD (9), PLAYAWAY (2), and SPOKEN MP3 CD (2). The search results on the right show a table with columns: Format, Description, Summary, and Preview. The results include entries for 'Technology strategies for the hospitality industry', 'Canada : growth of a nation', 'Baby city', and 'The boyfriend'. A red circle highlights the filter menu on the left.

You may have to scroll to see all filter options.

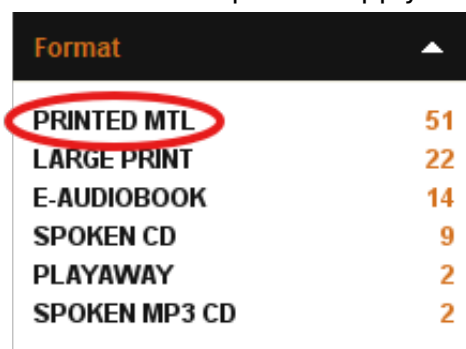
Next to each filter option is the number of results that match that criteria.

A close-up of the filter menu showing the 'Format' section. The options and their corresponding counts are: PRINTED MTL (51), LARGE PRINT (22), E-AUDIOBOOK (14), SPOKEN CD (9), PLAYAWAY (2), and SPOKEN MP3 CD (2). A red circle highlights the counts for each format option.

Collapse and expand filter menus using the arrows next to the filter type.



Click on a filter option to apply it to the search results.



To deselect a filter option, click the “X” next to it.



B. Types of Filters

Filter types will only show up for your search if they are relevant, so, for example, if all of the results for your search are in English, French won't show up as an option for the Language filter.

- **Format** – Limits search results based on material type.
 - “Printed MTL” is the default material type for books and includes paperbacks and hardcovers that are not large print or graphic novels
- **Language** – Limits search results based on the language they are written/spoken/etc. in

- Locations** – Limits search results based on owning library
 “Lewiston Public Library” and “Lewiston Public Library Children’s Collection” are listed separately, and the regular “Lewiston Public Library” option will not include children’s materials.

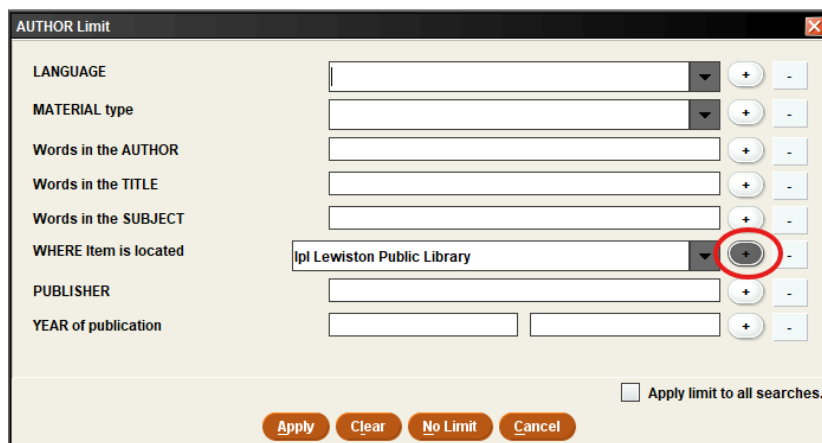
Locations	
Lewiston Public Library	52
Lewiston Public Library Child...	151

If you want to limit your search to items owned by LPL and include *both* adult/teen *and* children’s materials, follow these steps:

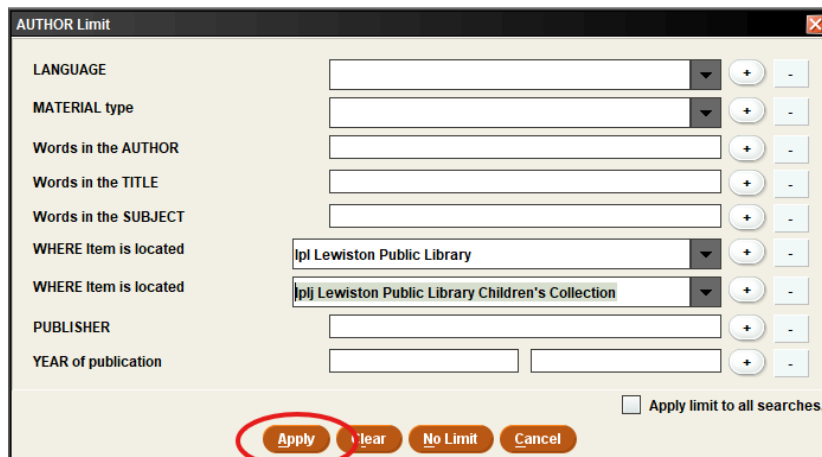
- Click the “+” next to the search bar.



- Enter “lpl Lewiston Public Library” into the “WHERE Item is located” field and click the “+” next to it.



- In the new “WHERE Item is located” field, enter “lplj Lewiston Public Library Children’s Collection” and click “Apply.”



- **Phrase** – Limits search results based on different continuations of the search criteria
 - For an author search, the Phrase filters will list the various authors your search could refer to:

The screenshot shows the Sierra search interface. The search criteria are set to 'a AUTHOR' with the search term 'mcfadden f'. The 'Phrase' filter dropdown is open, showing three options: 'McFadden, Francis M.' (1), 'McFadden, Fred, 1928-' (1), and 'McFadden, Freida,' (98). The main results table shows two entries:

Format	Description	Summary	Preview
1 PRINTED MTL	Indexed Entry: <i>McFadden, Francis M.</i> Technology strategies for the hospitality industry Nyheim, Peter D. 0130305049 Husson University	b2070317x Not Available 1 Item	
2	Indexed Entry: <i>McFadden, Fred, 1928-</i>	b17294095	

- For a title search, the Phrase filter will list the various titles that your search could refer to:

The screenshot shows the Sierra search interface. The search criteria are set to 't TITLE' with the search term 'how to kill a g'. The 'Phrase' filter dropdown is open, showing three options: 'How to kill a good guy --' (1), 'How to kill a guy in 10 dates' (1), and 'How to kill a guy in ten dates : a ...' (1). The main results table shows two entries:

Format	Description	Summary	Preview
1 DVD	Indexed Entry: <i>How to kill a good guy -- Medium. The final season</i> Medium (Television program) Caron, Glenn Gordon. 1415758395 · 097361437941 · 143794 Paramount Home Entertainment Kennebunk Free Library, McArthur Public Library	b28070872 Available 2 Items	
2 PRINTED MTL	Indexed Entry: <i>How to kill a guy in 10 dates</i> How to kill a guy in ten dates : a novel Thompson, Shailee, author. 9781668206713	b42215547 Available 12 Items	

3 TITLES, 3 ENTRIES