

Hold Slip Placement Guide

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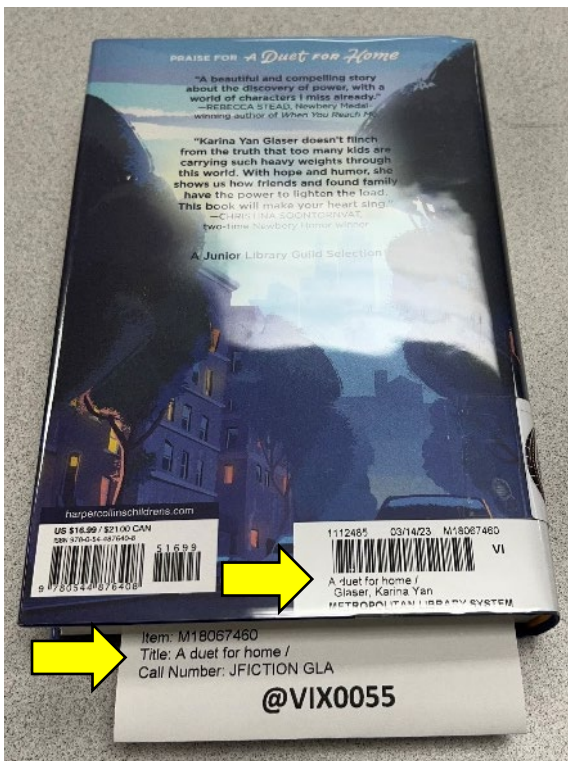
Key Tips

- Overall, if it is right the text on the hold slip will line up with the text on the white label on the back, **except Music CDs (it will be backwards)**.
- Slips should have a crisp, folded line.
- All hold slips are placed next to item barcode to assist with processing the holds expired list.
- For A/V, only Playaways should have slips in the back under the artwork. All other A/V items should have the slip placed neatly inside the case then closed.
- **For in transit book holds**, the visible part of the hold slip in this item should only show the 4x4 information of the guest.
- **For hold shelf items and in transit A/V holds**, the visible part of the hold slip in this item should show the 4x4 information, Call Number, Title, and Item Number.
- All items are shelved spine down on the hold shelf.

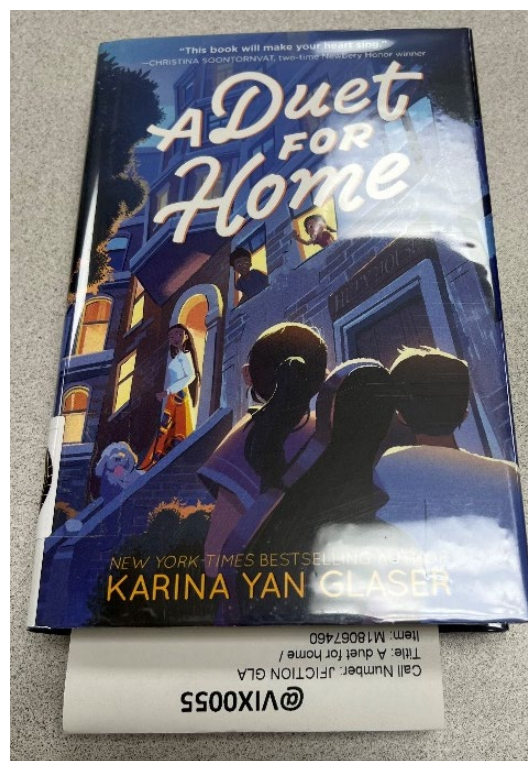
Hold Slip Placement for all Books

- Hold slips should be placed inside the book with the 4x4 information facing the *opposite* direction of the text on the front cover of the book.
- When the book is turned over, the 4x4 information should face the *same* direction as the barcode text.
- The hold slip must have a neat and straight edge. It is okay to let the excess paper stick out of the length and side of the paperbacks. Do *not* fold the excess to make it "fit." As the name could get cut off or the slip could become bulky and slide out more easily.
- **For hold shelf items**, the visible part of the hold slip in this item should show the 4x4 information, Call Number, Title, and Item Number.
- **For in transit hold items**, the visible part of the hold slip should only show the 4x4 information. Staff at the receiving location will pull the hold slip out so the 4x4 information, Call Number, Title, and Item Number is visible.

Books



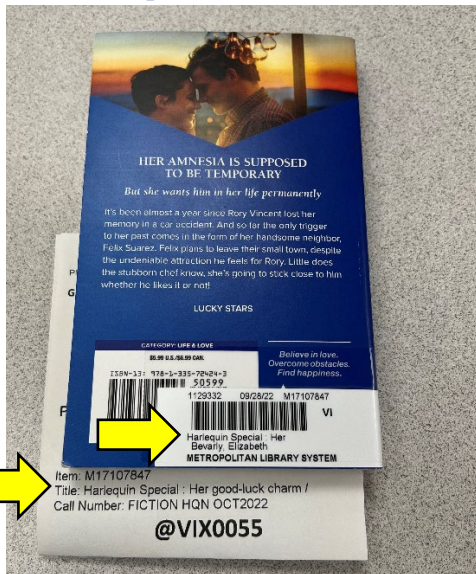
Back



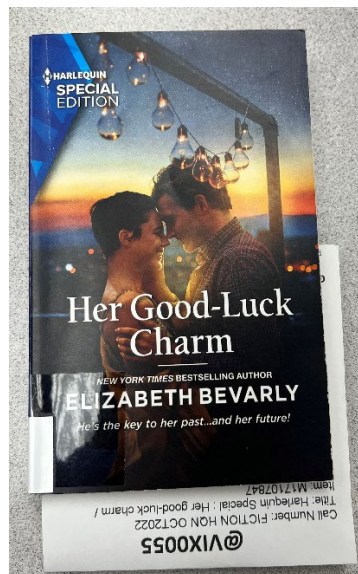
Front

1. Hold Slip will be placed at the bottom of the item.
2. Place Hold Slip between pages.
 - a. **DO NOT place behind front or back cover. Hold Slip is more likely to fall out in transit.**
3. Hold Slip text will go in the same direction as the white barcode label text (see yellow arrows).

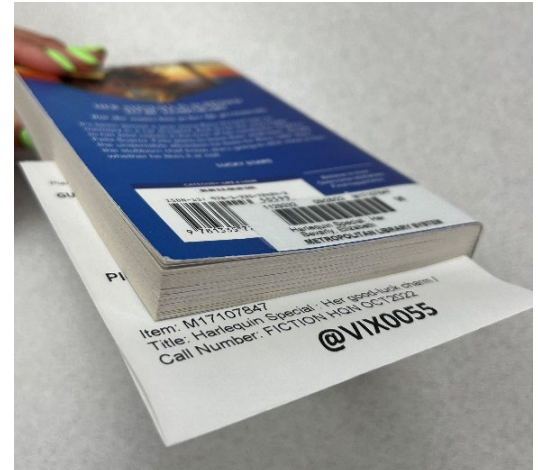
Harlequins, Board Books, & Other Small Books



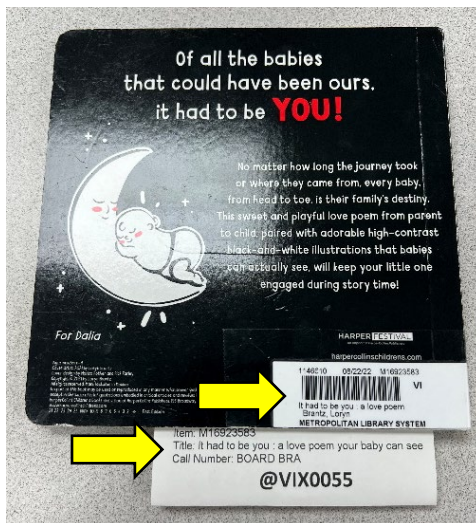
Back



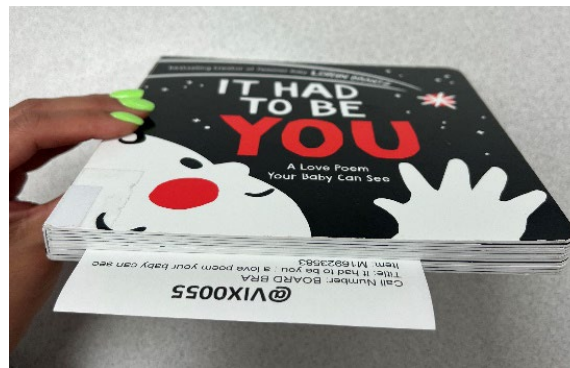
Front



Back Angle



Back



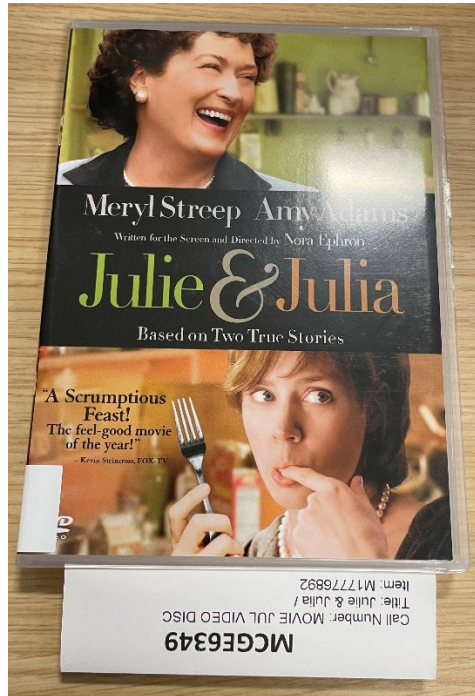
Front Angle

1. Place Hold Slip at the bottom of the item.
2. Place Hold Slip between pages.
 - a. **DO NOT** place behind front or back cover. Hold Slip is more likely to fall out in transit.
 - b. **DO NOT** fold Hold Slip a second time on the side opposite of spine, because the book is more likely to open during transit due to extra thickness this would add to the paper.
3. Hold Slip text will go in the same direction as the white barcode label text (see yellow arrows).

DVDs



Front



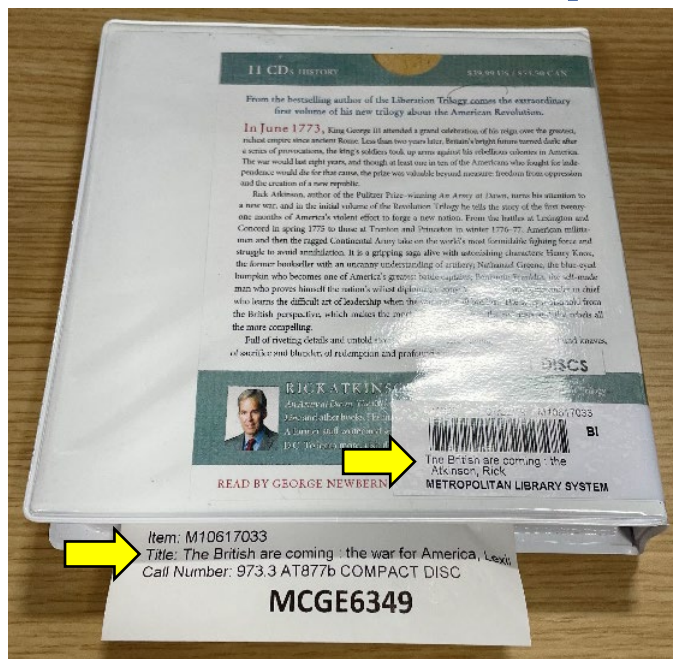
Back

1. Place Hold Slip at the bottom of the item.
2. Shut Hold Slip inside of case.
 - a. **DO NOT** place under plastic covering. Hold Slip is more likely to fall out in transit.
3. Hold Slip text will go in the same direction as the white barcode label text (see yellow arrows).

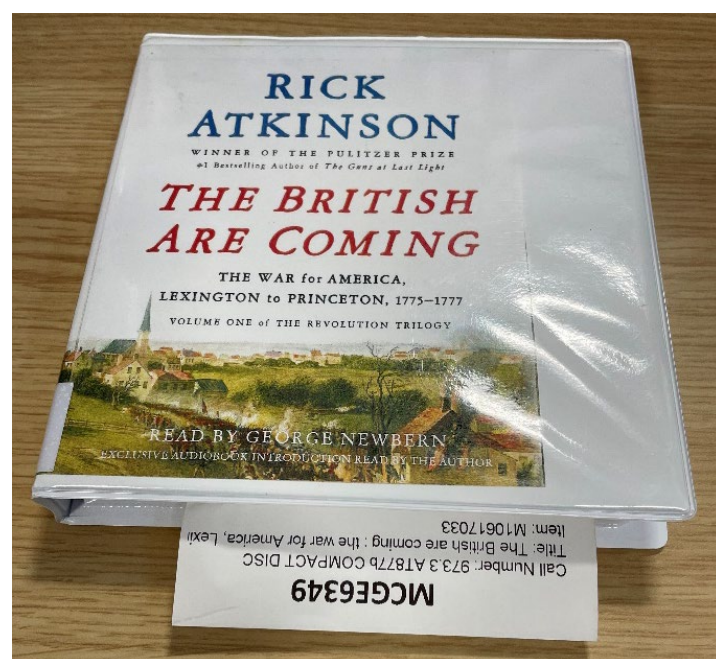
More Detail:

- Hold slips should be placed **inside the DVD case** (*not the plastic cover*) with the 4x4 information facing the *opposite* direction of the text/image on the front of the DVD case.
- On the back of the DVD case, the 4x4 information should face the *same* direction as the barcode text.
- If it is right, the text is upside down from the text on the item when holding it upright. If it is right, the text on the hold slip will line up with the text on the white label on the back.
- **For multiple DVD cases together**, hold slip should be placed in the case closest to the barcode.
- The hold slip must have a neat and straight edge.
- For hold shelf and in transit holds, the visible part of the hold slip in this item should show the 4x4 information, Call Number, Title, and Item Number.

Book on CD / Compact Discs



Back



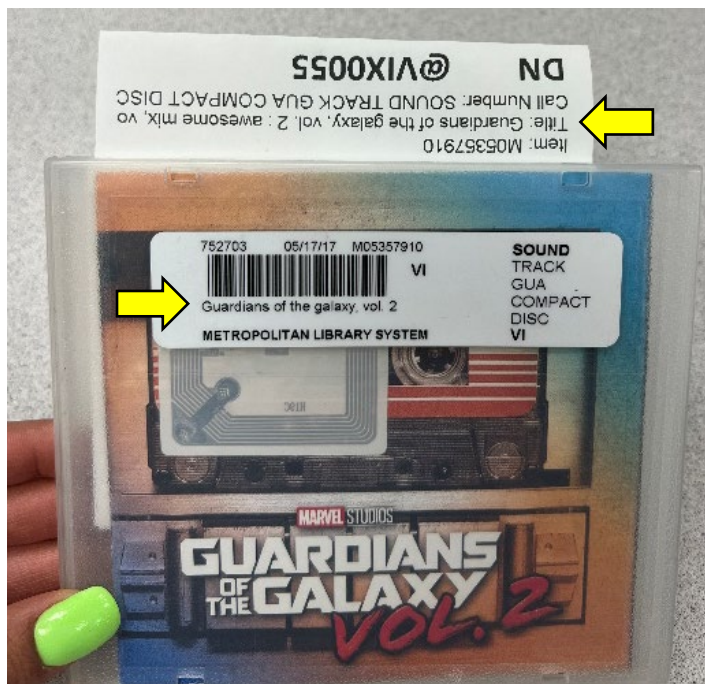
Front

1. Place Hold Slip at the bottom of the item.
2. Shut Hold Slip inside of case.
 - a. **DO NOT place under plastic covering.**
3. Hold Slip text will go in the same direction as the white barcode label text (see yellow arrows).

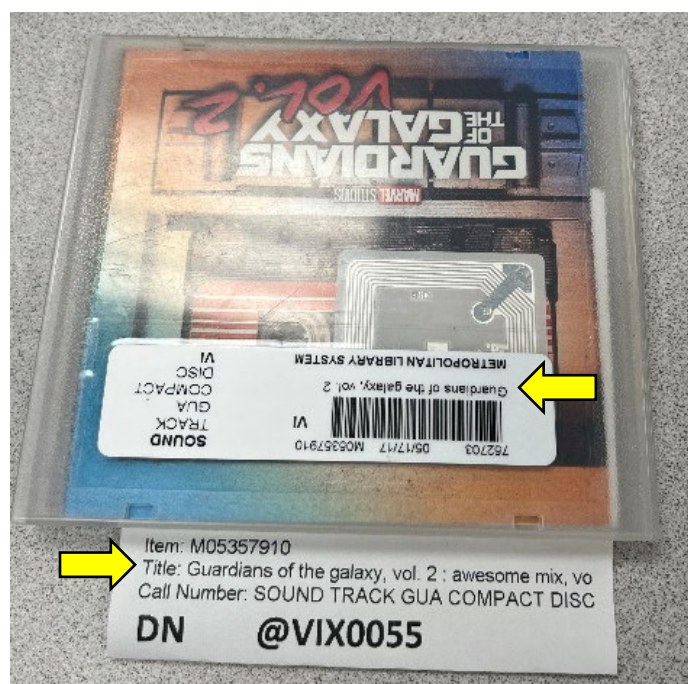
More Detail:

- Hold slips should be placed inside the audiobook case (*not the plastic cover*) with the 4x4 information facing the *opposite* direction of the text/image on the front of the audiobook case.
- When the audiobook case is turned over, the 4x4 information should face the *same* direction as the barcode text.
- It is right if the text goes in the opposite direction of the text on the front of the item. The text on the hold slip will match up with the text on the white label. For audiobooks, close the hold slip inside of the case.
- The hold slip must have a neat and straight edge.
- For hold shelf and in transit holds, the visible part of the hold slip in this item should show the 4x4 information, Call Number, Title, and Item Number.

Music CDs



Front, Right Side Up



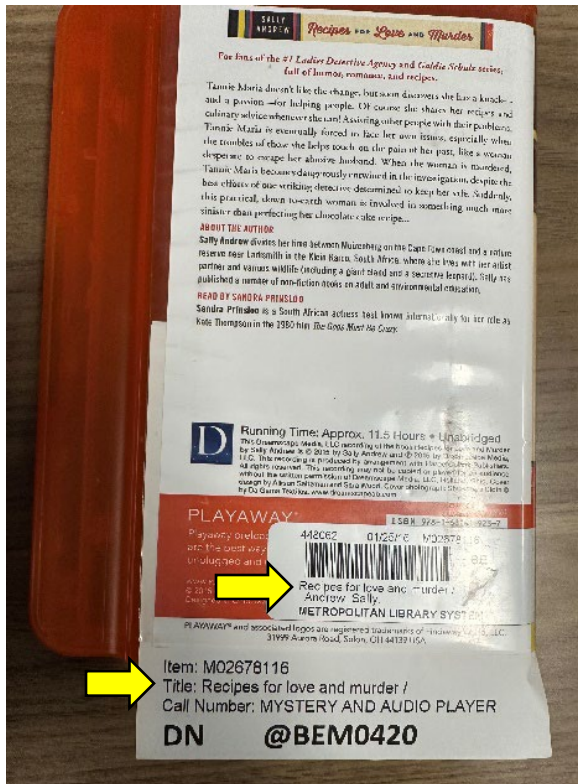
Front, Upside Down

1. Hold Slip will be placed at the **top of the item (side closest to white barcode label)**.
2. Shut Hold Slip inside of case.
3. Hold Slip text will go in the **opposite** direction as the white barcode label text (see yellow arrows).

More Detail:

- Hold slips should be placed inside the top of the CD case with the 4x4 information facing the *opposite* direction of the barcode text on the front of the CD case.
- If it's right, the text is upside down when holding the item upright. For CDs, the white barcode label and the hold slip text will be facing opposite directions. Close the hold slip inside of the case.
- The hold slip must have a neat and straight edge.
- For hold shelf and in transit holds, the visible part of the hold slip in this item should show the 4x4 information, Call Number, Title, and Item Number.

Playaways



Back



Front

1. Place Hold Slip at the bottom of the item.
2. Place Hold Slip **under plastic covering and artwork** closest to the barcode.
 - a. **DO NOT** cover up Barcode.
 - b. **DO NOT** shut hold slip inside of Playaway case, case will not shut properly.



Bottom

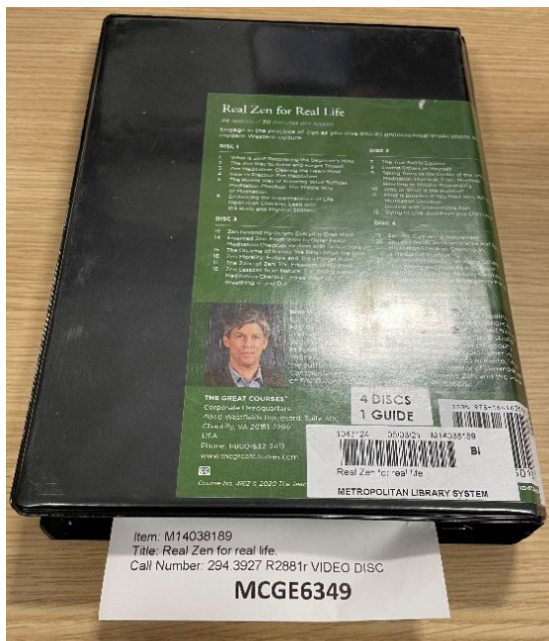
3. Hold Slip text will go in the same direction as the white barcode label text (see yellow arrows).

More Detail:

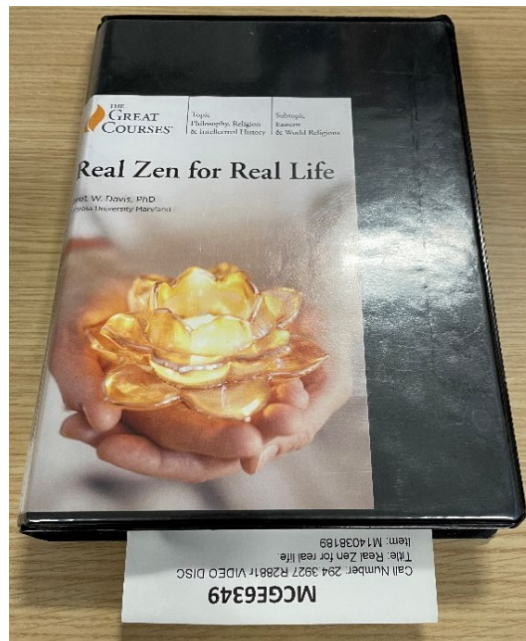
- Hold slips should be placed inside the back plastic cover (*not the case*) with the 4x4 information facing the *opposite* direction of the text/image on the front of the Playaway case.
- When the Playaway case is turned over, the 4x4 information should face the *same* direction as the barcode text.
- If it is right the text will be upside down when holding it upright. For Playaways slide the hold slip under the plastic cover and artwork of the case. *The barcode should still be showing.*
- The hold slip must have a neat and straight edge. **The hold slip will curve with the spine.**
- For hold shelf and in transit holds, the visible part of the hold slip in this item should show the 4x4 information, Call Number, Title, and Item Number.

Miscellaneous Items

Great Courses: Use same method as Book on CD / Compact Disc. Great Courses are shelved on the hold shelves.

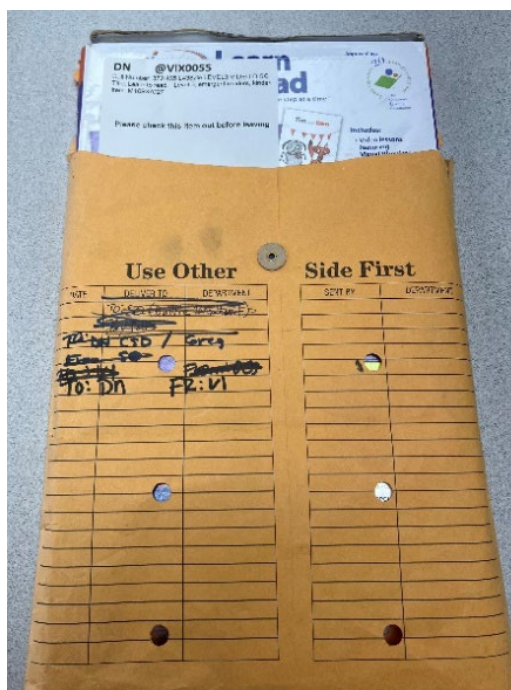


Back

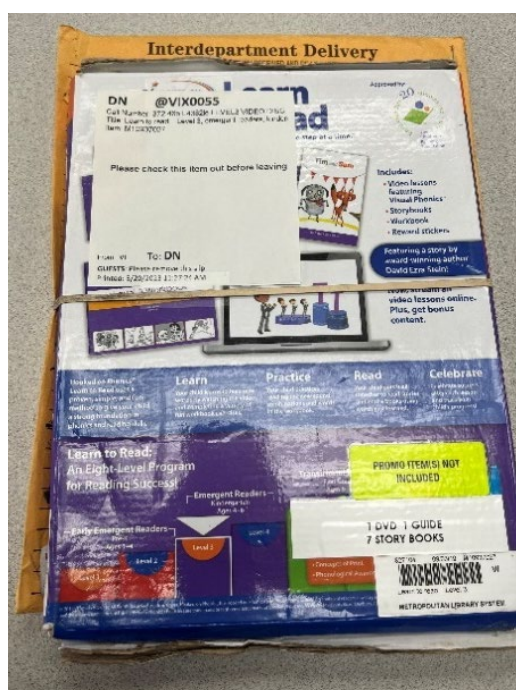


Front

Hooked on Phonics: Staff will route to the branches inside an interoffice envelope or with an interoffice envelope rubber banded to the item to ensure receiving staff know it is a hold. Hooked on Phonics are shelved on the hold shelves.



Inside Interoffice Envelope

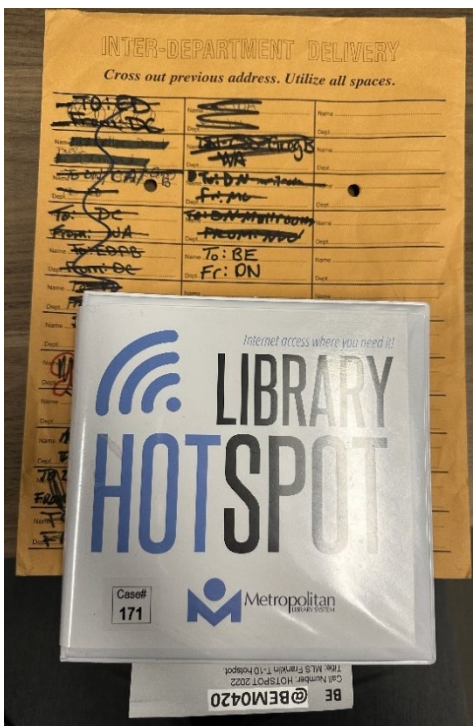


Rubber Banded Interoffice Envelope

Hotspots: Use same method as Book on CD / Compact Disc. Should be routed to libraries via interoffice envelope. Hotspots are held with Interlibrary Loans / by a service desk.

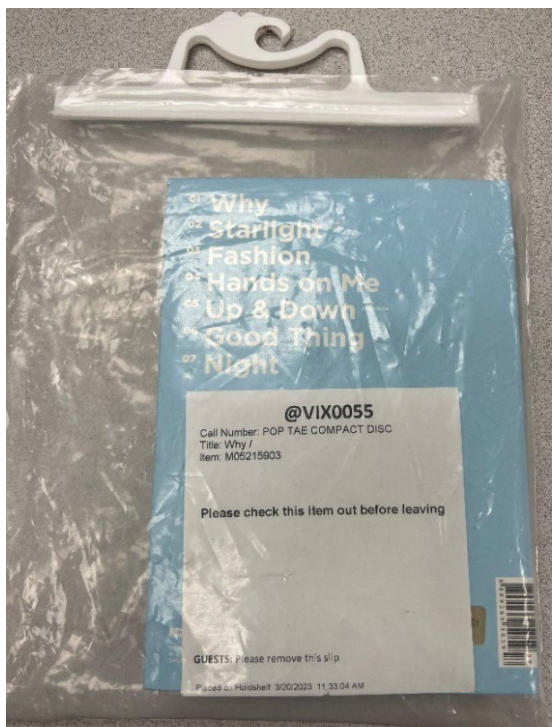


Back



Front with Interoffice Envelope

Items in Bag: Hold slip should be placed in the bag. Items in bagged are shelved on the hold shelves.

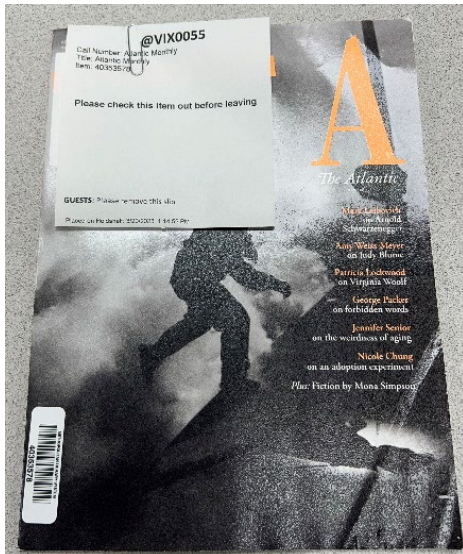


Inside Bag

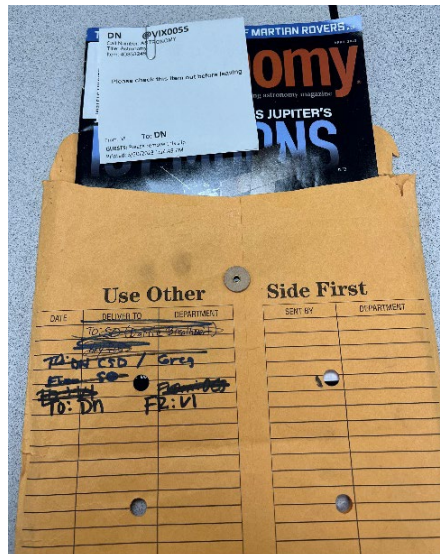


Inside Bag

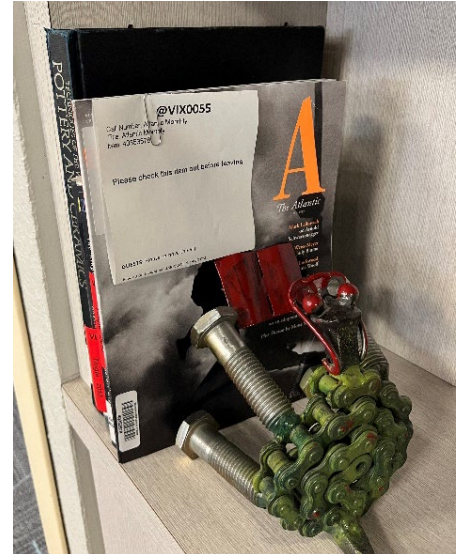
Magazines: Paper clip to the magazine. Should be routed to libraries via interoffice envelope. Magazines are held with Interlibrary Loans / by a service desk.



Front



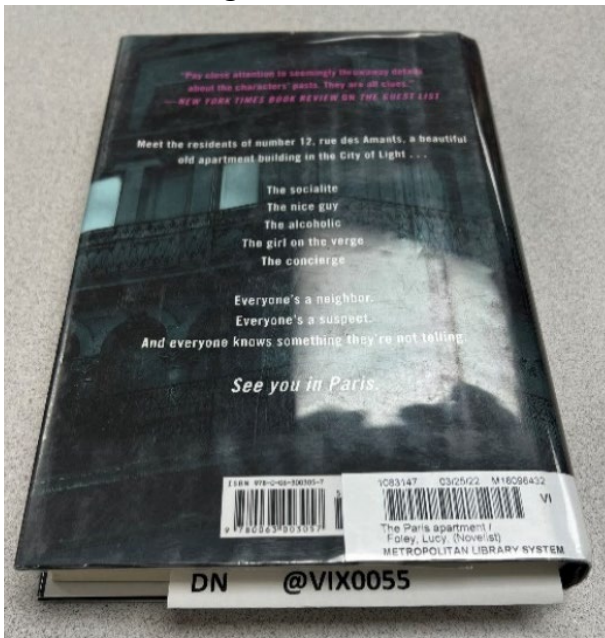
Inside Interoffice Envelope



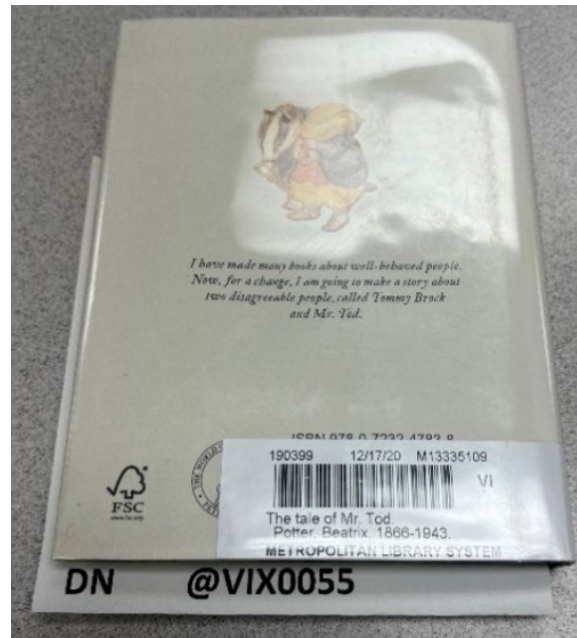
On Holdshelf

In Transit

For in transit book holds, the visible part of the hold slip in this item should only show the 4x4 information of the guest. All in transit A/V holds should have the 4x4, call number, title, and item number showing.



Back



Back

On the Hold Shelf

General hold slip placement. The slip should have the guest 4x4 reading from the top down. All items on the hold shelf should have the 4x4, call number, title, and item number showing.



Appendix of Images

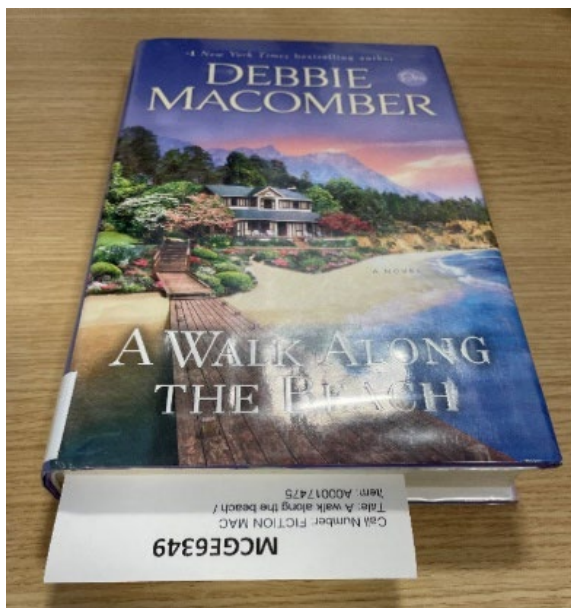
Book



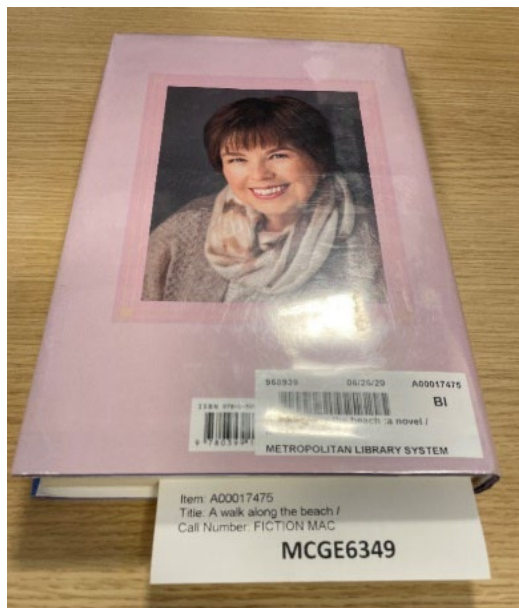
Side



Front Angle



Front



Back

Harlequins, Board Books, & Other Small Books



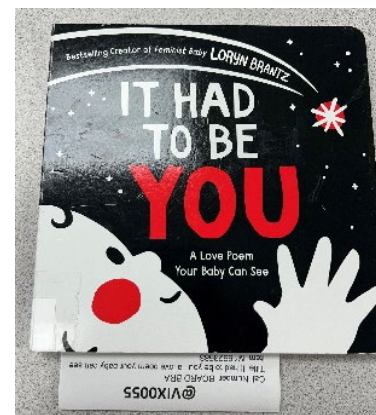
Front



Back

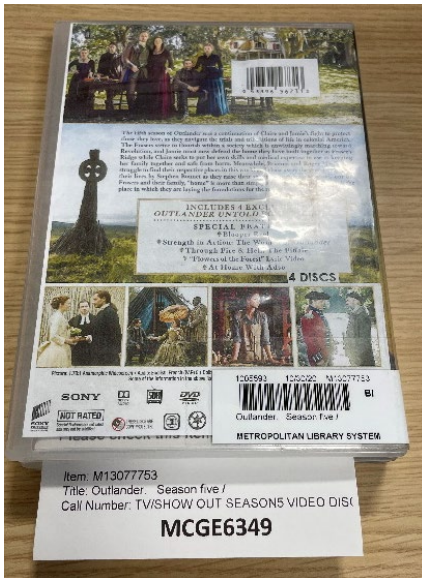


Back Angle

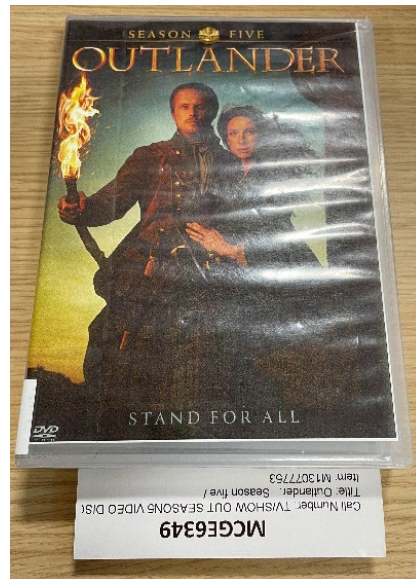


Front

DVD



Back

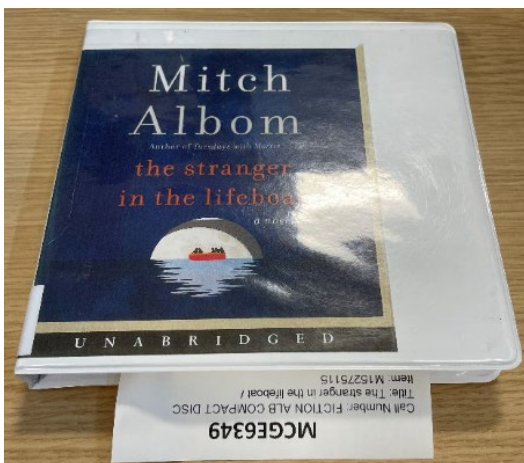


Front

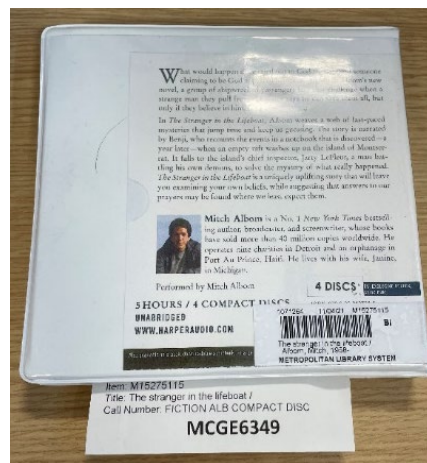


Front Angle

Book on CD / Compact Discs



Front



Back

Playaway



Back

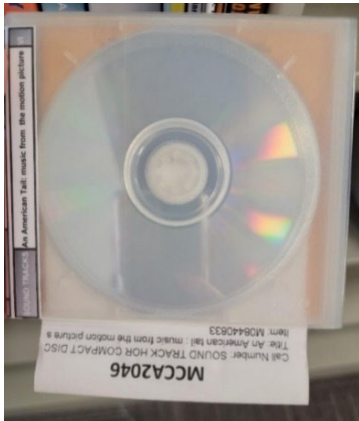


Bottom

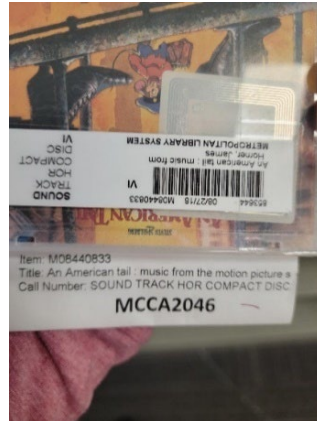


Front

Music CDs



Back



Front

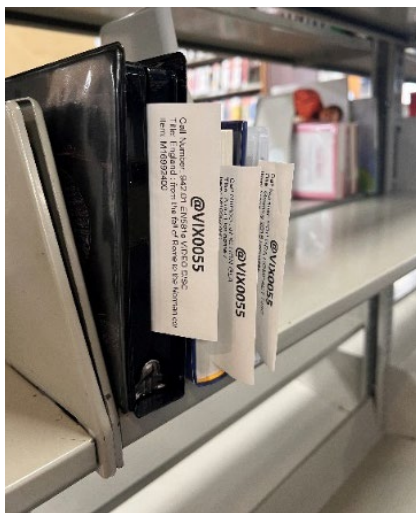


Side

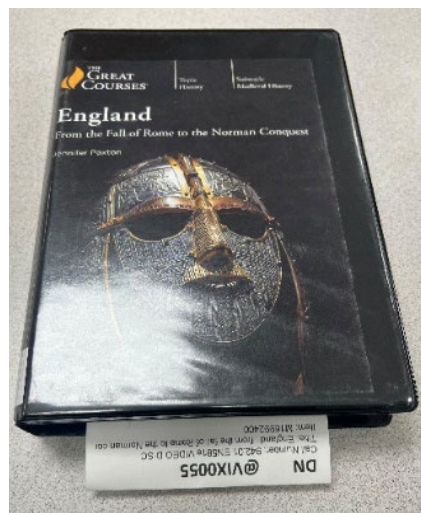


Front

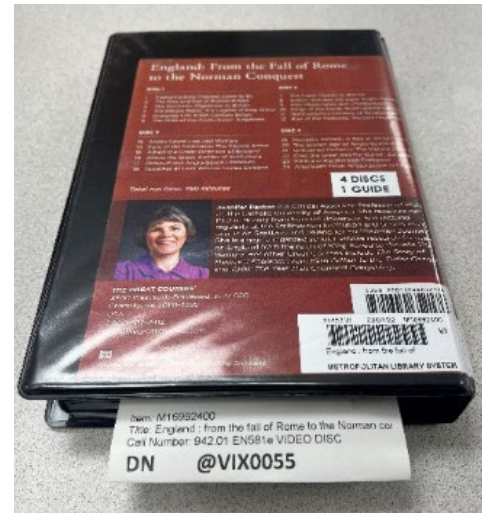
Great Courses



On Hold Shelf



Front



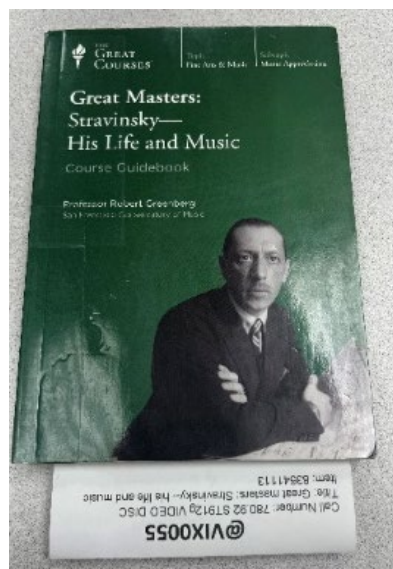
Back



Back Angle



Back



Front

Hooked on Phonics



Back (DVD taped to box by CP)



Back Angle (DVD taped to box by CP)



Rubber banded to Interoffice Envelope

Hotspots



Back



Front

Items in bag



Back of Bag

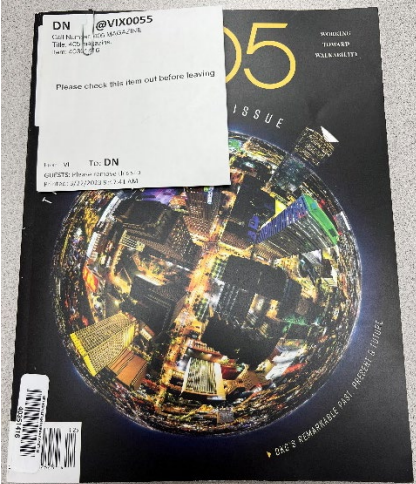


Front of Bag

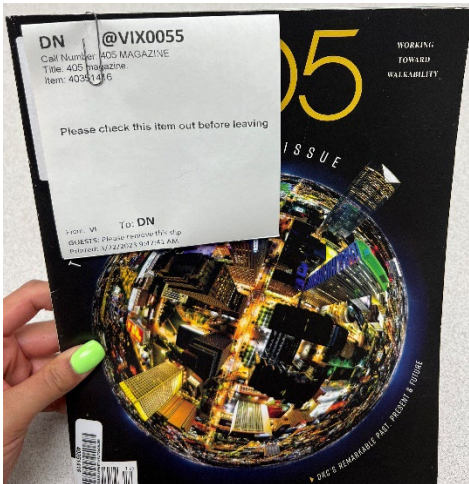


On Hold Shelf

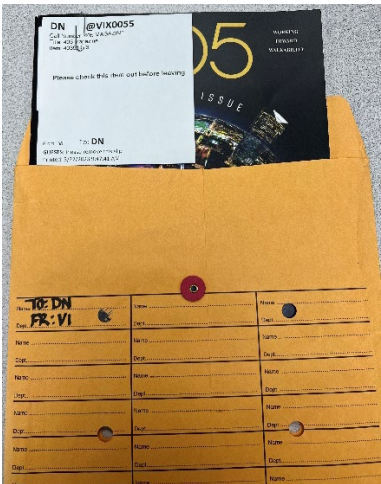
Magazines



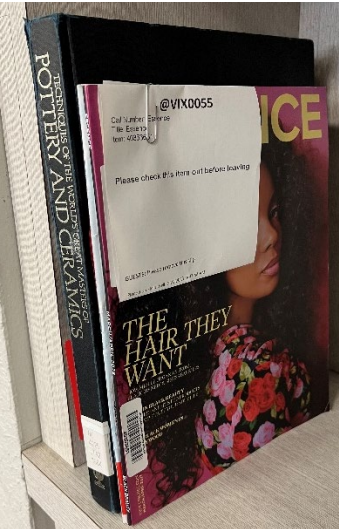
Front



Front Angle



In Interoffice Envelope



Hold Shelf