# Holds in Polaris

Presented at: OHPUG 2014

By:Wes Osborn



# **Topics**

**Statistics** 

Requests

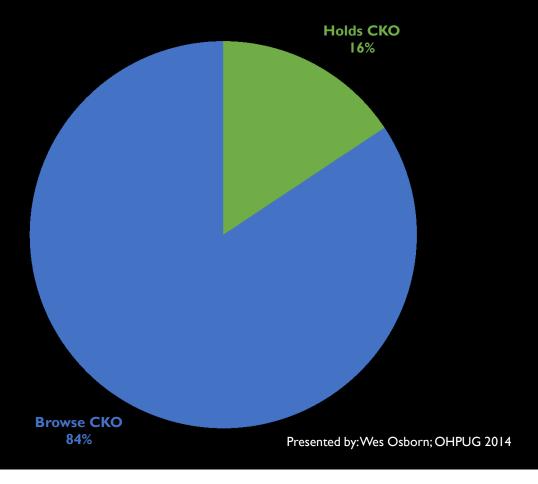
**Fulfillment** 

Troubleshooting

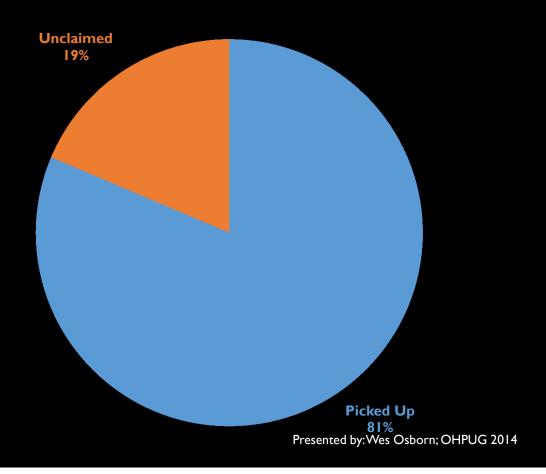
# Statistics

How much of an impact are holds on the system?

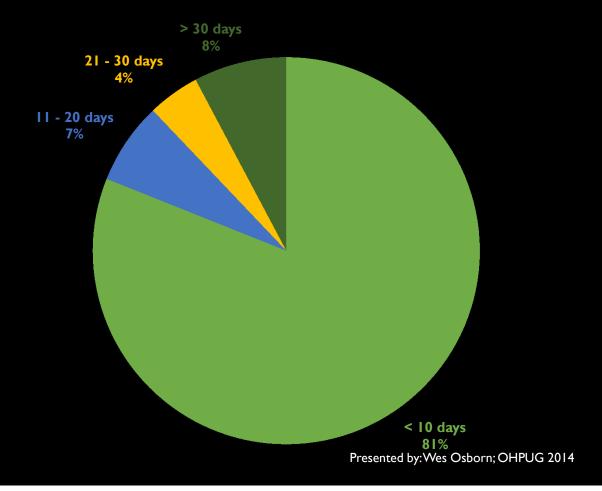
### Statistics - Circulation



### Statistics - Unclaimed



## Statistics – Wait Time



# Statistics – Troubleshooting



# Terminology



# Requests

Allowing patrons to place items on hold

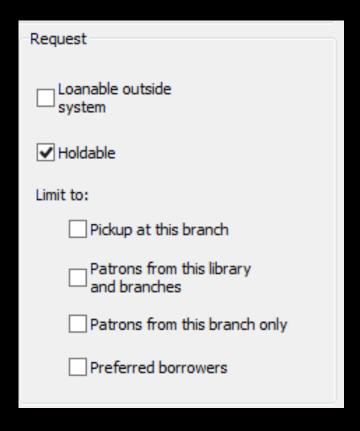
# Caution – Changes coming

New versions of Polaris may do things differently, the following slides were tested with Polaris 4.1r2 build 1036

# The Item Record

| ∐lter                           | n Record 418    | 3173 - Cataloging - Polaris           | _   X  |  |  |  |  |  |  |  |  |  |
|---------------------------------|-----------------|---------------------------------------|--|--|--|--|--|--|--|--|--|--|
| File Edit View Links Tools Help |                 |                                       |  |  |  |  |  |  |  |  |  |  |
|                                 | <b>3 3</b>      |                                       |  |  |  |  |  |  |  |  |  |  |
| D                               | Barcode:        | 1330790476 Record status: Final       | ☐ ILL ☐ Ebook ☐ Non-circulating ☑ Display in PAC |  |  |  |  |  |  |  |  |  |
| OF                              | Title:          | Harry Potter and the sorcerer's stone | Find Bib control no.: 1322439                    |  |  |  |  |  |  |  |  |  |
| ec                              | Author:         | Rowling, J. K.                        | Parent item: Item control no.: 4183173           |  |  |  |  |  |  |  |  |  |
| R                               | Call number:    | J Fiction Rowling                     | Price: \$24.95 Issue control no.:                |  |  |  |  |  |  |  |  |  |
| m                               | Owner:          | CML Tech Services (br)                | Shelf location: (None) v                         |  |  |  |  |  |  |  |  |  |
| Item Record                     | Assigned:       | CML Karl Road Branch (C-KAR)          | Temporary location:                              |  |  |  |  |  |  |  |  |  |
| <b>#</b>                        | Collection:     | (None)                                | Circulation status: Held V 8/14/2014 9:23:52 AM  |  |  |  |  |  |  |  |  |  |
| 5                               | Circulation par | rameters Call number                  | Request  |  |  |  |  |  |  |  |  |  |
| •                               | Material ty     | pe: Juvenile Book   Scheme:           | Loanable outside                                 |  |  |  |  |  |  |  |  |  |
| 7                               | Loan period     | l: Juvenile Book Prefix:              | ] Fiction system                                 |  |  |  |  |  |  |  |  |  |
| <u>=</u>                        | e               | Juvenile Book Class:                  | <b>✓</b> Holdable                                |  |  |  |  |  |  |  |  |  |
| and a                           | Fine code:      | Juvenile Book Cutter:                 | Limit to:  Rowling Pickup at this branch         |  |  |  |  |  |  |  |  |  |
|                                 | Renewal lin     | nit: 10 🗘                             | Patrons from this library                        |  |  |  |  |  |  |  |  |  |
|                                 | Stat code:      | (None) Suffix:                        | and branches                                     |  |  |  |  |  |  |  |  |  |
|                                 | 5.01.050.       | Vol:                                  | Patrons from this branch only                    |  |  |  |  |  |  |  |  |  |
|                                 | Name of piece   | copy:                                 | Preferred borrowers                              |  |  |  |  |  |  |  |  |  |
|                                 | . –             |                                       |  |  |  |  |  |  |  |  |  |  |
|                                 | Issue:          |                                       | Presented by Wes Osborn: OHPUG 201               |  |  |  |  |  |  |  |  |  |
| For Hel                         | p, press F1     |                                       |  |  |  |  |  |  |  |  |  |  |

## The Item Record - Request



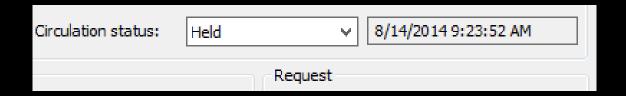
Loanable outside system: ILL

Holdable: Must be Checked

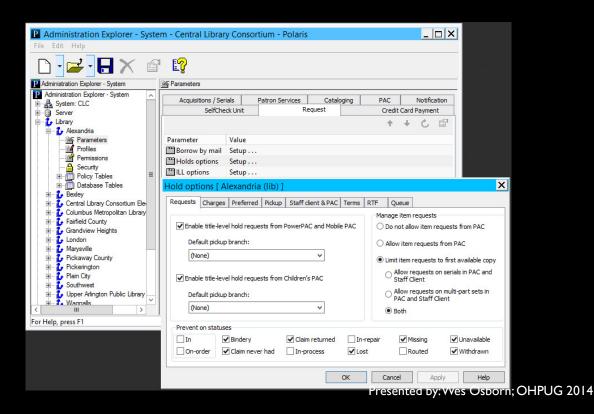
Limit to: Nothing checked =

Anyone can place on hold

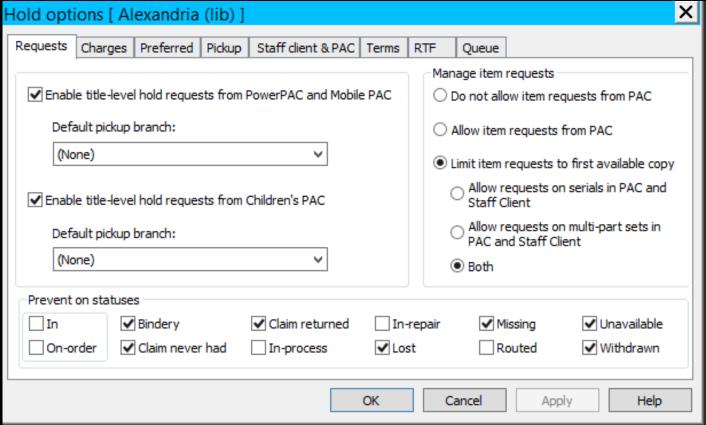
### The Item Record – Circulation Status



# Polaris System Administration Library -> Request -> Holds options



### Holds Options -> Requests

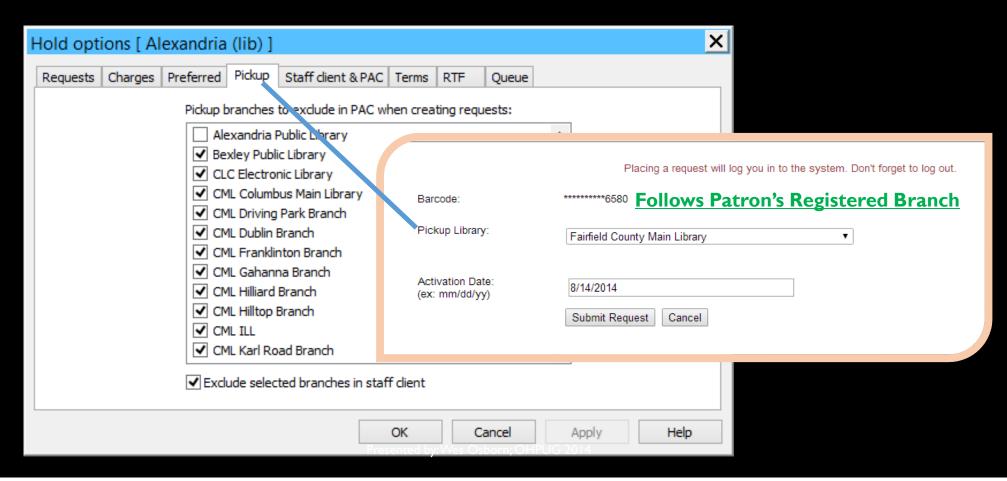


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# Holds Options -> Preferred

#### Item Record Hold options [ Alexandria (lib) ] Request Requests Charges Preferred Pickup Staff client & PAC Terms RTF Queue Loanable outside Preferred borrowers: system ✓ Alexandria Public Libra. ✓ CLC Electronic Library ✓ Holdable ✓ Grandview Heights Public Librar ▼ Fairfield County Main Library Fairfield County Johns Branch Limit to: ▼ Fairfield County Baltimore Branch ▼ Fairfield County Bremen Branch Pickup at this branch ▼ Fairfield County Northwest Branch ✓ Plain City Public Library Patrons from this library ✓ Marysville Public Library and branches ✓ MPL Raymond Branch ✓ Pickaway County Library Main Patrons from this branch only Preferred borrowers OK Cancel Apply

# Holds Options -> Pickup (double negative)



# Holds Limits Options

Total Holds by Patron Code

Material Loan Limit

Video G

Video PG

Video PG13

Video R

# Policy Table – Patron / Material Loan Limit

| Patron / Material Type Loan Limit Blocks |                                |               |                |                    |         |                   |               |             |      |  |  |  |
|--|--------------------------------|---------------|----------------|--------------------|---------|-------------------|---------------|-------------|------|--|--|--|
|  |                                |               |                |                    |         |                   |               |             |      |  |  |  |
|  |                                |               |                |                    |         |                   |               |             |      |  |  |  |
| Organization                             | ganization Patron Code         |               | 1st Level Fine | 2nd Level Fine     | Total I | tem Limit         | Total Overdue | Total Holds | To ^ |  |  |  |
|  | ndview Heigh Full Access       |               | \$1.99         | \$9.99             |         | 100               | 10            | 75          |      |  |  |  |
|  | Grandview Heigh Homebound      |               | \$1.99         | \$9.99             |         | 100               | 10            | 75          |      |  |  |  |
|  |                                |               | \$999.00       | \$999.00           |         | 999               | 999           | 999         |      |  |  |  |
|  | In House                       |               | \$999.00       | \$999.00           |         | 350               | 160           | 999         |      |  |  |  |
|  | Institutions                   |               | \$1.99         | \$9.99             |         | 100               | 10            | 75          |      |  |  |  |
|  | Key Customers                  |               | \$1.99         | \$9.99             |         | 100               | 10            | 75          |      |  |  |  |
|  | Restricted 1                   |               | \$1.99         | \$9.99             |         | 100               | 10            | 75          |      |  |  |  |
|  | frandview Heigh Restricted 2   |               | \$1.99         | \$9.99             |         | 100               | 10            | 75          | ~    |  |  |  |
| <  |                                |               |                |                    |         |                   |               |             | >    |  |  |  |
| Organization                             | Patron Code                    | Material Type |                | Maximum Item Limit |         | Hold Limit        |               |             | ^    |  |  |  |
|  | Full Access                    | Audio Book    |                | 100                |         | 75                |               |             |      |  |  |  |
|  | Full Access                    | Video         | G              |                    | 20      | 75                |               |             |      |  |  |  |
|  | Full Access                    | Video PG      |                | 20                 |         | 75                |               |             |      |  |  |  |
|  | Grandview Heigh Full Access Vi |               | PG-13          | 20                 |         | 75                |               |             |      |  |  |  |
|  | Full Access Video              |               | R              | 20                 |         | 75                |               |             |      |  |  |  |
| A ~ 1 · 11 · 1                           | F II A                         | 17.1          | KI PT IT       |                    | 20      | 70                |               |             |      |  |  |  |
|  |                                |               | Pre            | esented by: \\ (5) | (e)m    | OHPUĢ <b>Ç</b> ®I | 4 Wosborn     |             |      |  |  |  |

# A battle of the settings – Who wins?

```
Total Holds = 5
```

#### Material Loan Limit

```
Video\ G = 10
```

Video PG = 10

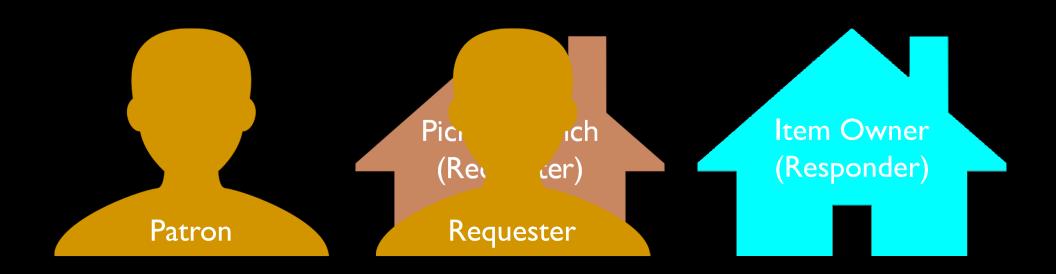
 $Video\ PGI3 = 10$ 

Video R = 10

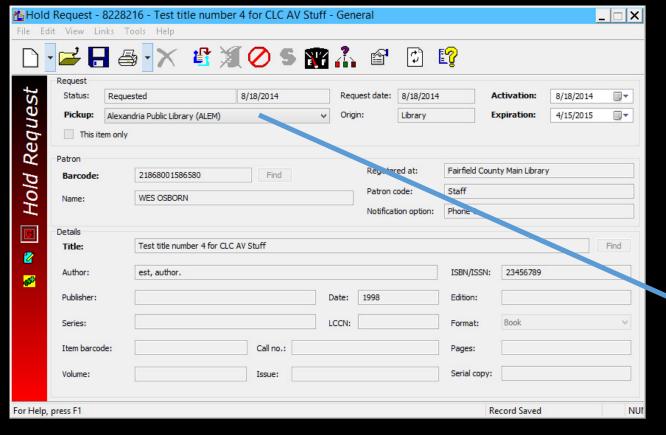
# Fulfillment

Diving into the Request To Fill (RTF) process and determining what order holds get filled in

# Terminology - Refresher



# The Requester – Pickup Location



The Requester

# The Responder - Owner



# Many Books – One Person



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### RTF – Which Responders?

For a particular Requester (pickup location), which responders (item owners) can fill the request?

Review the Policy tables

Holds Routing Sequences Primary

Holds Routing Sequences Secondary

Why two tables? More control over the fulfillment process.

# Why do we want to control the RTF?

Balance the amount of material a library is lending to others with what they are borrowing from others

Use material purchased by multi-branch systems to fulfill requests within their own library system

Reduce the geographic distance material has to travel

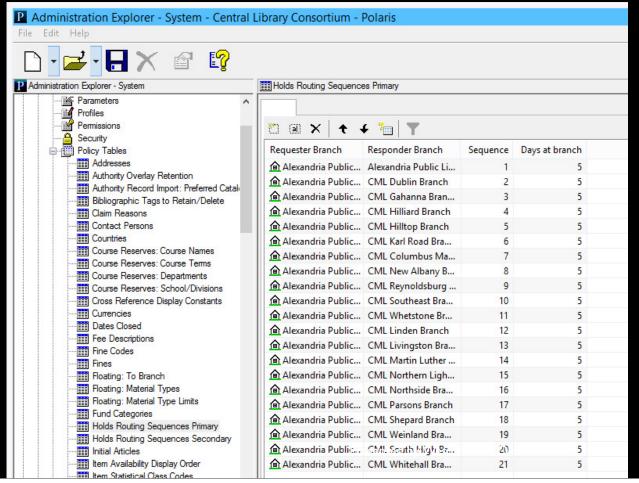
Speed up the fulfillment process

# Many Books – One Person – ALE Example

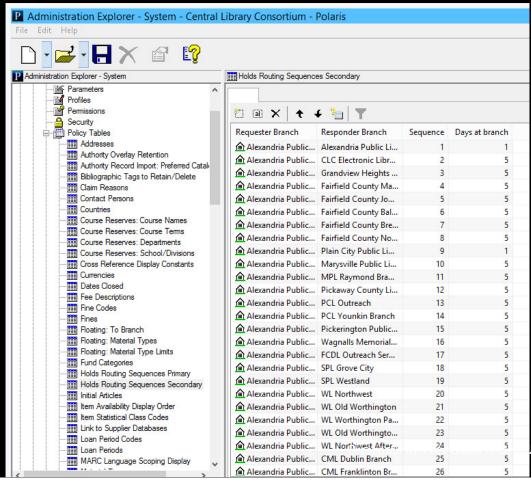




# Holds Routing Sequences Primary

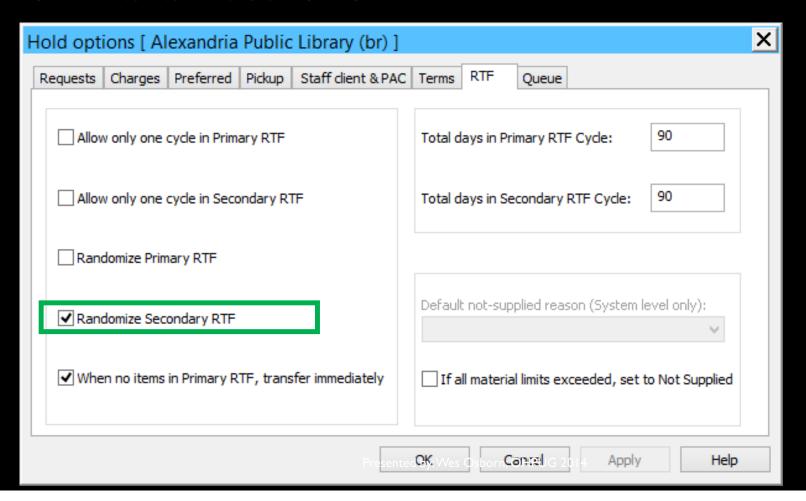


## Holds Routing Sequences Secondary

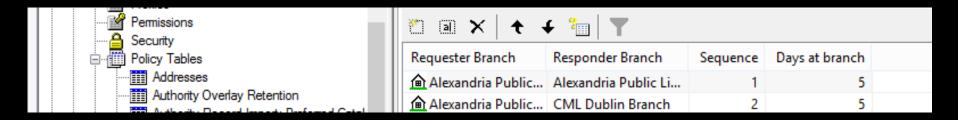


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### SA Parameters for RTF



# Pop Quiz How would you handle a branch closure?



Visit the primary and secondary for all REQUESTERS

Remove the RESPONDER branch

Re-sequence the entire table

Enjoy all the error messages & frustration

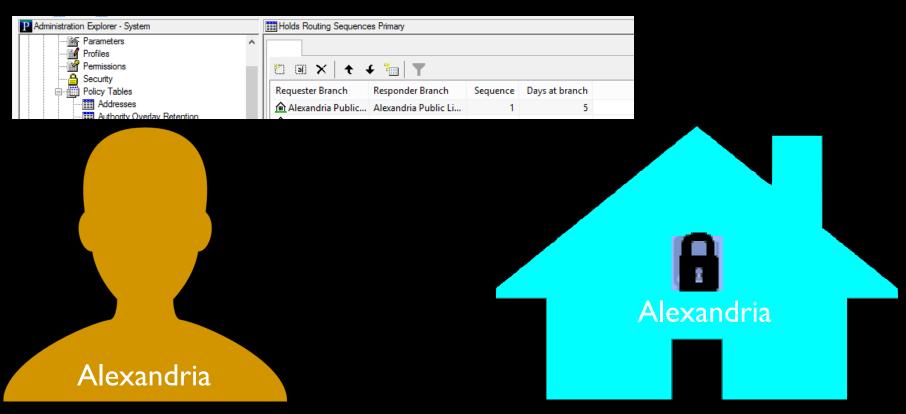
Or ask CLC for Mike's re-sequencing script

# Many Books – One Person Which copy will fulfill the request?



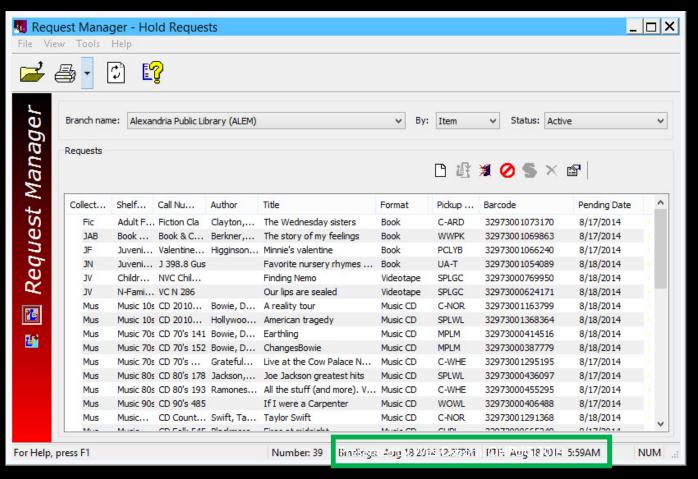


# Alexandria copy is locked first because they were the first in the primary routing sequence



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### When does the locking occur?



### Bindings VS RTF in Request Manager

#### **Bindings**

Process runs every 5 minutes

Creates list of possible items that could fill request

Any available copy in the request's <u>PRIMARY</u> routing sequence list can now fulfill request if the item is checked in

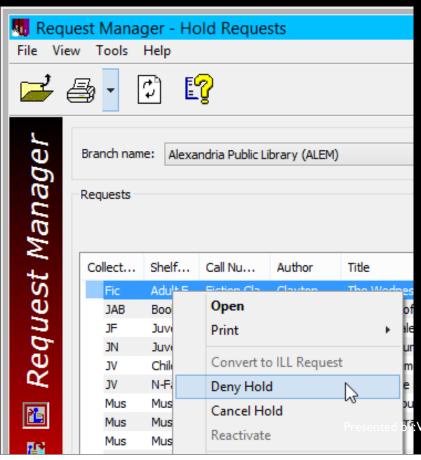
#### <u>RTF</u>

Runs once a day at 5am (for now)

Locks the list of items for the responding branchs

ANY available copy in EITHER routing sequence could fulfill request if the item is checked in OHPUG 2014

## Puppies die when you Deny Holds



This item will NEVER be able to fill the request (even if you find it on the shelf later)

Instead mark item as Missing

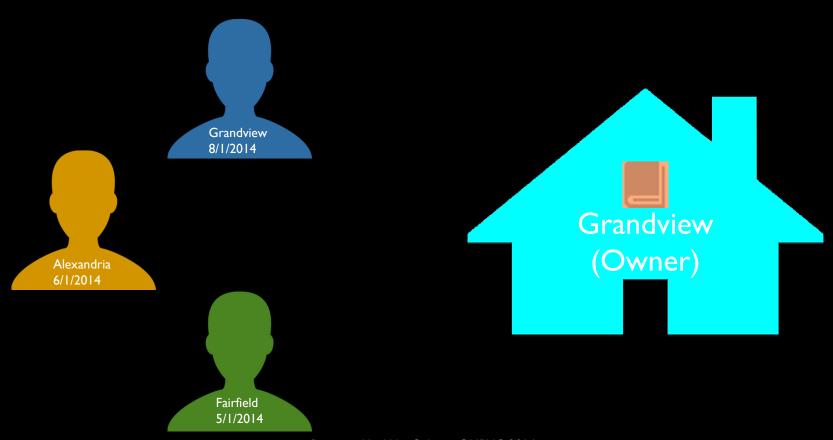
Suggest removing the permission altogether

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## But what about lines?

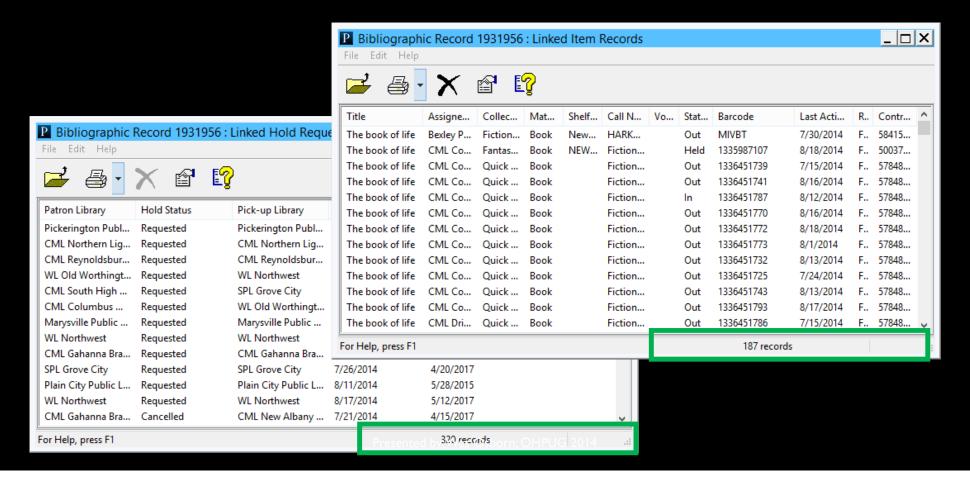
How Polaris picks who will get the next available copy when there is a wait-list

## Many People – One Book

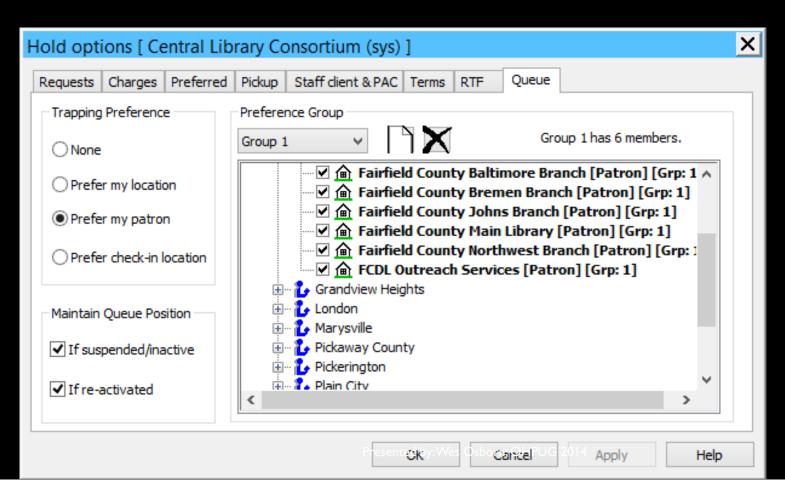


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## Which request should Polaris fill first?



## Sys Admin -> Hold Options -> Queue tab



## The Queue Tab Options

Groups – Treat multiple branches within the Group equally

"Lump" together library systems

Create geographic zones

Adjust the wait list trapping preference

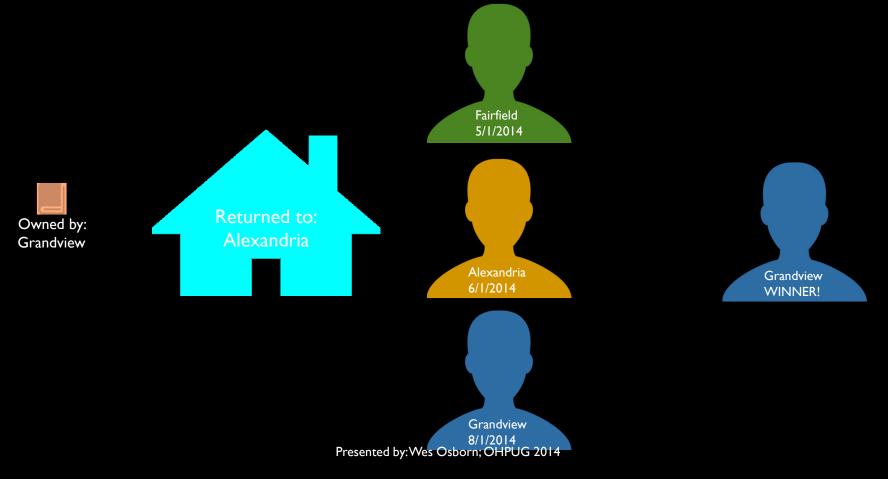
None = First come, first served

My patron = Item's assigned branch matches patron's branch

My location = Pickup location matches assigned location

Check-in = Pickup branch matches check-in location

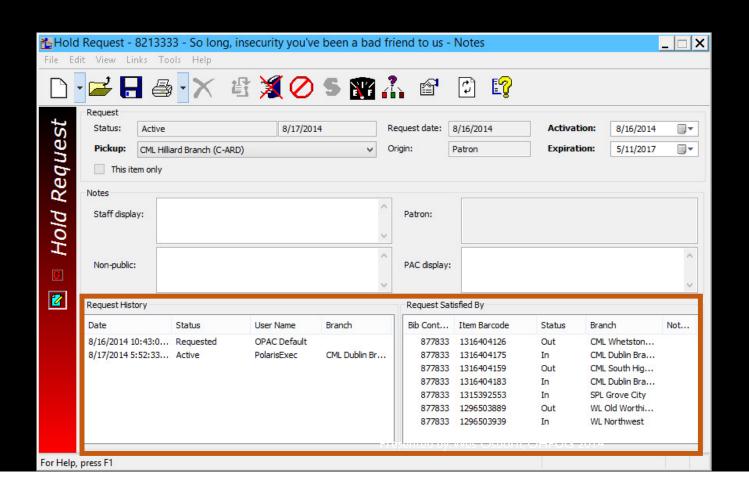
## Many People – One Book – Prefer My Patron



# Troubleshooting

How to find weird things and what to do about them

#### Troubleshooter's best friend - Notes View



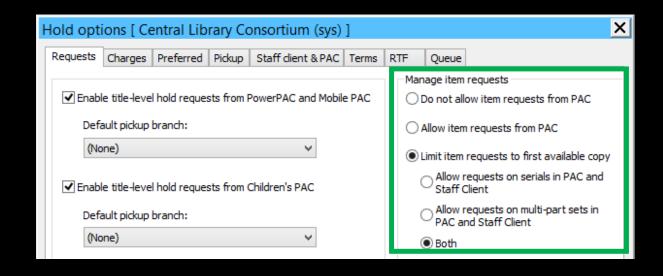
# First Available Copy Requests

Allowing patrons to get only the copy they want... sort of

## Allowing First Available Copy Requests

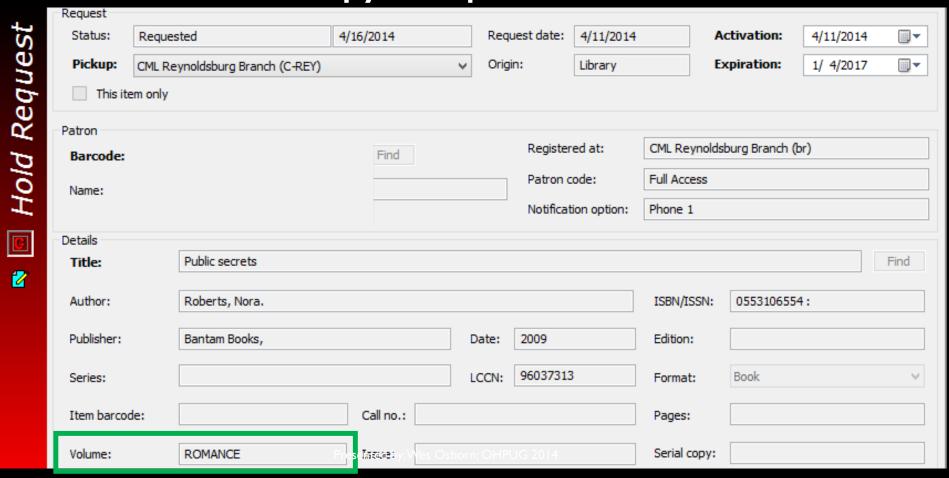
Allows any item records that share similar characteristics to fill hold requests

Magazines that are the same issue, travel books that are the same year

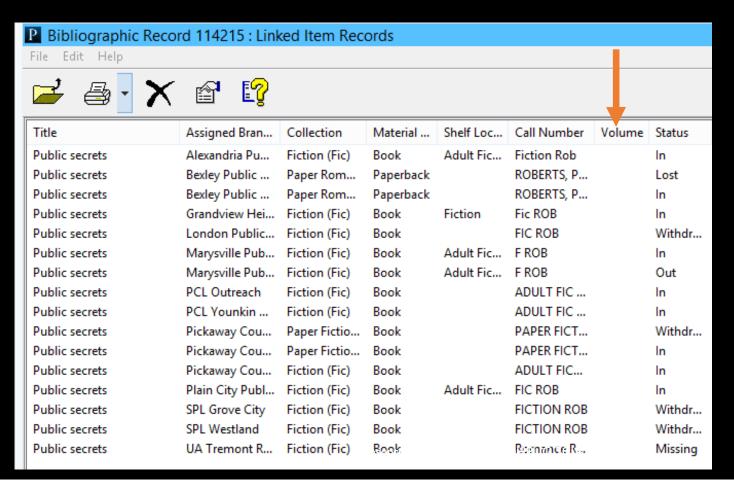


See Help File "First Available Copy requests"

## First Available Copy Requests



## First Available Copy Requests – Linked Items



## Finding bogus First Available Copy Requests

Hold Request Find Tool SQL:

select distinct shr.SysHoldRequestID

from polaris.polaris.SysHoldRequests shr

left join polaris.polaris.ltemRecordDetails ird

on shr.VolumeNumber = ird.VolumeNumber

where ird.ItemRecordID is null and shr.SysHoldStatusID in (1,3,4) and shr.VolumeNumber is not null

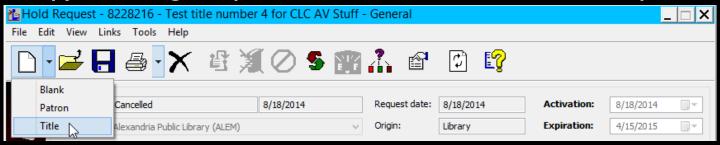
Hey III, make Volume requests (good or bad) easier to find!

## How to Fix? Cancel, Copy, Delete

#### Cancel Existing Request



#### Copy Existing Request to create a non-Volume request



#### Delete "bad" Request



# Material type limits gone wrong

Your request will be filled... eventually

## Available Material Limit settings

#### Material Loan Limit

Video G = 10

Video PG = 10

Video PGI3 = 10

Video R = 10

What happens if a title has mixed Material Types?

#### The Blue X of Death

| Request Satisfied By |              |             |               |                |
|----------------------|--------------|-------------|---------------|----------------|
| Bib Con              | Item Barcode | Status      | Branch        | Not Supplied . |
| 398363               | 302310081    | Out         | Marysville Pu |                |
| X 398363             | 318700079    | Held        | Grandview H   | Not Holdable   |
| X 398363             | 318680156    | Transferred | Fairfield Cou | Not Holdable   |
|                      |              |             |               |                |
|                      |              |             |               |                |

The items with the Blue X will <u>NEVER</u> be able to fill this hold request, they have been denied by Polaris. This slows fulfillment time for the patron.

## Why the Blue X happens

Bib Record that has item records with mixed material types

+

Patron exceeds request limit in **SOME** material types

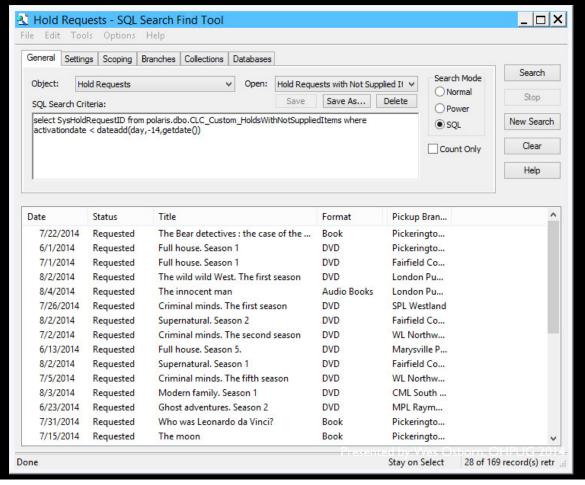
Permanent Blue X of death (for items with a material type that the patron exceeded)

## Finding Blue X requests

Create a SQL View using code found on CLC's website

Then add the view to the Hold Request Find Tool select SysHoldRequestID from polaris.dbo.Custom\_HoldsWithNotSuppliedItems where activationdate < dateadd(day,-I4,getdate())

## Finding Blue X requests



#### What to do about the Blue X

Wait. The other non-blue X items will eventually fill the request.

Make sure that all item records have the same material type when they are cataloged.

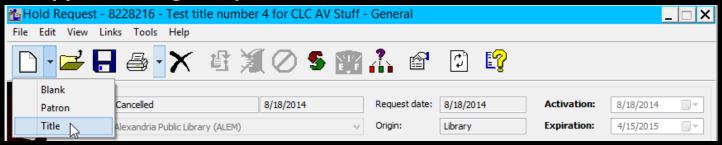
Vote for Enhancement #215856. Polaris should check the patron's material limits each time the RTF process runs instead of just once.

# If the patron is below material type limits How to Fix? Cancel, Copy, Delete

#### Cancel Existing Request



#### Copy Existing Request



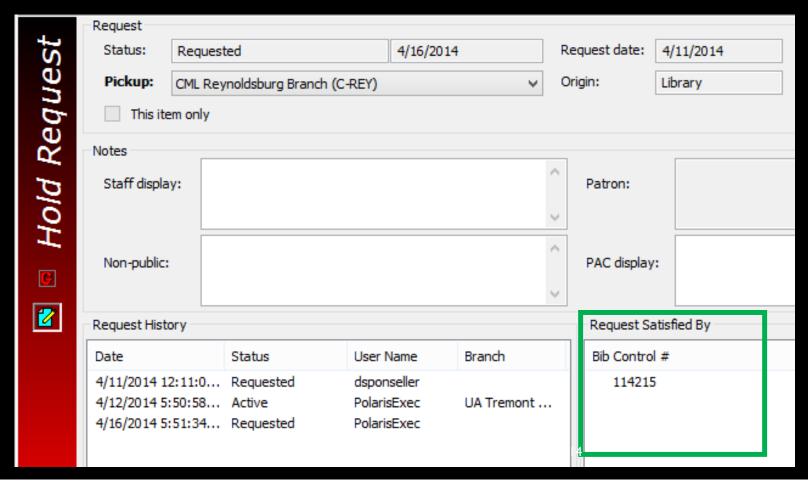
#### Delete "bad" Request



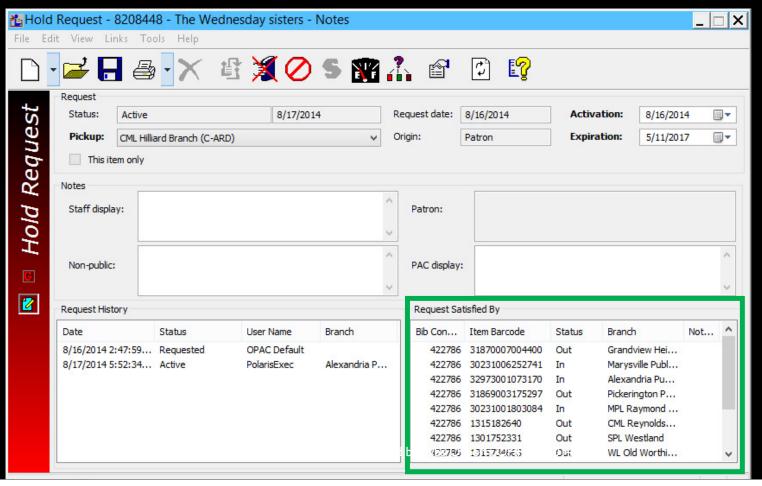
# Satisfied by a bib control #

The opposite of actual satisfaction

## A request with no friends (item records)



## A happy request with friends (items)



## Why aren't there any items?

The binding process hasn't run yet

Wait 5 minutes

The request is a first available copy request

Check the Volume field of the request

Check the associated item records for matching Volume info

The bib record has no associated items

Staff overrode the no items warning message

All the item records were deleted

Something else went wrong

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## Finding requests with no friends (items)

Is hard

Finding requests that are on a bib record where the bib record has no associated items is a start

Use the SQL available on CLC's website

III, make it easier, please?

## Review

**Statistics** 

Requests

**Fulfillment** 

**Troubleshooting** 

Cats

# Questions?

http://go.clcohio.org/ohpug2014 wosborn@clcohio.org



