Wollaston Public Library
Imagine. Discover. Connect.

Results – Email Results

Example : you have results with 2 records and want to place a HOLD on one of them.

There are two (2) places where you can do this

1) At the Hitlist

2) At the Record level (Recommended if there are multiple Items available)

Login

1) Hitlist

– Select the relevant record(s)

– Choose "Place Hold" from the "Actions" drop-down menu

OR

2) At the Record level

– Click "Print" from the "Actions" drop-down menu

3) Type the relevant email address in the resulting screen and Click on the "Send Email" button