

Collection Maintenance Reports

The following reports may assist libraries with maintaining their local collections.

Claims Returned

Libraries may mark Claims Returned items Lost after 45 days from the due date. For assistance identifying these items, use:

Quick Reports > Quick Report Templates > Items > List of Items Marked Claims Returned

See also: [Claims Returned Items](#)

Holds

Uncaptured Holds:

To identify holds that patrons have placed but that have not been found on the shelves after a certain length of time, use this Quick Report:

Quick Reports > Quick Report Templates > Holds > Unfilled Holds (Not Captured)

Unfilled Holds:

To identify holds that were found for patrons, but that the patrons did not pick up, use this Quick Report:

Quick Reports > Quick Report Templates > Holds > Unfilled Holds (Captured but Not Fulfilled) **Expired Holds:**

To identify expired holds that are currently on your holds shelf, see: [Clear Holds Shelf](#)

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