"Old Holds"
(and other fun things to do with spreadsheets from Aeon)

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Steps to pull “Old holds”

1. Open the status “on hold” and export to a spreadsheet (make sure you have a good layout!)
2. Open your spreadsheet and sort by *Status* to remove staff, *Photoduplication Status* to remove reproduction orders, and/or *Last Name* to remove exempt researchers
3. Sort by *Scheduled Date* to find the old ones (use *Transaction Number* if the request doesn’t have a *Scheduled Date*)
4. Remove duplicates from the *Email Addresses* column, copy, and email the researchers (BCC)
5. Wait a couple days, separate and sort the sheet based on your reserves room practices, print, and pull!

Sample email

Dear Researcher,

You are receiving this message because you have material that has been on hold for over two weeks at the Rubenstein Library. We will be re-shelving these items. Please contact me immediately if there are items you need to keep on hold. You can re-request items if you need them in the future, they usually arrive within 24 hours and remain on hold for two weeks. You can login to your account at https://duke.aeon.atlas-sys.com/ to see what materials you have on hold.

Pull lists from any status!

1. Scan all transaction numbers for items in various places in your reserves room:
   - Re-shelving
   - Reproduction
   - Awaiting exhibition
   - Awaiting conservation
   - On hold

2. Compare to the spreadsheet of transactions routed to those statuses in Aeon (I use highlight duplicates)

THANK YOU!

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