

On the Navigation bar, click on Circulation or the dark red marble.

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The Status defaults to *Pending*, which is the list of items that need to be pulled from the shelves. You can sort the list by call number by clicking on the heading for the Call Number column. Next, print the list by clicking on the print icon.

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After you have pulled the items listed, check them in to send them on their way.

If there is an item you do not want to send, highlight the item, and then click on **Deny Hold**.

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