

Here are the steps you can follow to use the holds purchase suggestions templates:

1. From your Marketplace Advantage Account, Run the **Current Holds** report and limit it by branch for only your Advantage branches. Do not select “Advantage titles only.” Select “In collection” under weed status, “All” under Hold status, and “Available for sale” under Availability.

## Current holds

To see important information about this report, visit [this help article](#).

Last updated October 13, 2020 2:18 PM ET

Users on waiting list by format

Audiobook	2,308
Ebook	3,982
Video	1
<b>Total</b>	<b>6,291</b>

Title copies that are shared through Advantage Plus give the owning Advantage member priority on holds for those copies. For this reason, users may move forward or backward on the overall wait list for those titles, depending on their Advantage membership.

Current average wait period	38.27 days
Run by	Title
Branch	Arrowhead Library System, Arrowhead Library System - Beloit Public Library, Arrowhead Library System - Clinton Public Library, Arrowhead Library System - Eager Free Public Library, Arrowhead Library System - Edgerton Public Library, Arrowhead Library System - Hedberg Public Library, Arrowhead Library System - Milton Public Library, Arrowhead Library System - Orfordville Public Library
Weed status	In collection
Hold status	All
Availability	Available for sale
Website	Standard and mobile
Advantage titles only	No

[+ Convert to new cart](#)   [⇌ Run new report](#)   [Create worksheet](#)

Page 1 of 77 | 50 | Displaying 1 - 50 of 3841

2. “Create Worksheet” to export the data to an Excel Spreadsheet, open it, and copy the data in columns A through AH, or AI if using the Lucky Day-enabled template. Make sure you drag your selection over to AH/AI, rather than selecting all of the columns in the spreadsheet.

3. Depending on whether your library has Lucky Day enabled, open the spreadsheet titled “NON LUCKY DAY - Advantage Holds Purchase Suggestion Template” OR the one titled “LUCKY DAY - Advantage Holds Purchase Suggestion Template” and paste the copied A – AH or AI Column data into the template.

4. Navigate to cell AP1, which is highlighted in red. In the Lucky Day-enabled spreadsheet, this cell is AQ1. This cell represents the desired ratio of ADV copies to holds. Set the holds ratio to the numeric value you’ll use to assess recommended purchases. *Note: for WPLC, the default holds ratio is 5:1. This can be updated or changed manually depending on your library system’s practices.*



5. Columns AN and AO (or AO/AP for the Lucky Day-enabled template) will recalculate to state whether the title should be purchased and if so, how many units should be bought to meet the desired holds ratio set in cell AP1.

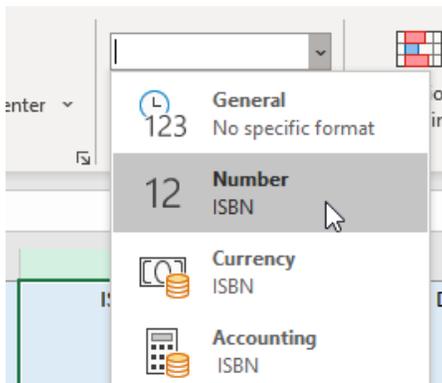


6. Filter the spreadsheet to show only the titles flagged to “BUY.”

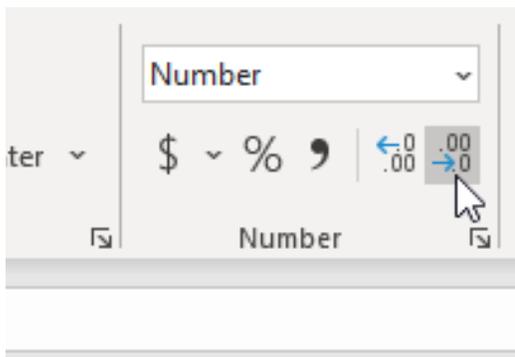
AK	AL	AM	AN	AO
ADV Holds Ratio for ADV Patrons	Combined Holds Ratio for ADV Patrons	ADV Holds/ADV Owned	Purchase?	Units to Buy

7. Copy the ISBNs from column F. You might have to change the format of the column if the ISBNs show up like this: **9.78159E+12**. If that is the case, click on the “G” at the top to select the entire column, then select “Number” from the dropdown above.



Once the ISBNs change to a numerical value, click twice on the button to remove decimal points.



8. Back in Marketplace, do an Advanced Search and paste the ISBNs into the search criteria to bring up the list of titles that have been recommended to purchase in one go (instead of searching one by one for each title.)