

Holds Management Using Mental Math

Prerequisite: Understanding Holds Ratios. Choose a purchasing threshold to use below.

Expired Titles with Holds

Please see the Basic Holds Management tutorial.

Titles with Large Holds Queues

Sort by “Adv holds” descending. For each line, complete the steps below.

1. If a line is pink, it is a preorder. You may decide to skip those lines and move to the next.
2. If the cons ratio is below your threshold, no copies are needed. Skip to the next title.
3. If cons ratio is above your threshold, divide *Adv holds* by *Adv own*.
 - a. If this number is below your threshold, no copies are needed. Go to the next title.
 - b. If this number is above your threshold, add copies to a cart to purchase.
 - c. Treat numbers divided by zero as “above threshold”.

See below for a demonstration of these steps. An example purchasing threshold of 5 is used.

Title	Cons ratio	Adv holds ▼	Adv own	Mental Math Steps
The Heaven & Earth Groc...	9.61	59	5	$59 \div 5 = 11.8$, above 5; purchase.
Tom Lake	3.28	54	5	Cons ratio below 5; skip.
Just for the Summer	17.11	52	0	Divide by zero; purchase.
Untitled a Court of Thorns...	2.56	47	1	A preorder title; cons ratio below 5; skip.
Iron Flame	5.98	37	5	$37 \div 5 = 7.4$, above 5, purchase.
A Court of Thorns and Ros...	4.79	36	3	Cons ratio below 5; skip.
The Frozen River: A Novel	12.78	36	4	$36 \div 4 = 9$, above 5; purchase.
The Paradise Problem	30.13	35	0	Skip (pink); OR divide by zero; purchase.
She's Not Sorry	15.51	35	8	$35 \div 8 = 4.4$, below 5; skip.

Tip: You can drag and reposition columns in the Current Holds report for easier viewing.

Optional: Use a Cheat Sheet

A “cheat sheet” may make this process easier. Follow the steps below to set up and use one.

Holds	Copies	Cheat Sheet Setup
5	1	Make a table with a “Holds” column and a “Copies” column (see left). In the top RIGHT “Copies” column, enter 1. In the next row, enter 2, and so on down the column, until you reach the maximum number of titles you are willing to buy for a single title. In this example, the max is 10. In the left column, multiply the “copies” number on the right by your purchasing threshold, which is still 5 for this example (you may decide to use a different threshold).
10	2	
...	...	
35	7	
40	8	
45	9	
50	10	

Run the Current Holds report as above, and sort by “Adv holds” descending.

For each line, complete the steps below.

1. If a line is pink, it is a preorder. You may wish to skip those lines and move to the next.
2. If the cons ratio is below your threshold, no copies are needed. Skip to the next title.
3. If cons ratio is above your threshold, find the “Adv holds” number on the cheat sheet, or the nearest number rounded down, and order copies accordingly. See examples below.

Title	Cons ratio	Adv holds ▼	Adv own	Mental Math Steps
The Heaven & Earth Groc...	9.61	59	5	59 → 50; buy up to 5 copies (10 total).
Tom Lake	3.28	54	5	Cons ratio below 5; skip.
Just for the Summer	17.11	52	0	52 → 50; buy up to 10 copies (10 total).
Untitled a Court of Thorns...	2.56	47	1	A preorder title; cons ratio below 5; skip.
Iron Flame	5.98	37	5	37 → 35; buy up to 2 copies (7 total).
A Court of Thorns and Ros...	4.79	36	3	Cons ratio below 5; skip.
The Frozen River: A Novel	12.78	36	4	36 → 35; buy up to 3 copies (7 total).
The Paradise Problem	30.13	35	0	Skip; OR buy up to 7 copies (7 total).
She's Not Sorry	15.51	35	8	35 → 35; buy NO more (already own 7).