

Placing a Hold

1. To place a hold, locate the desired Book Club Kit in the catalog and click *Place Hold*.
2. If you are not already logged in to your account, enter your library card number and password, and click Log In.
3. Edit hold notification and pickup location as required.
4. Click *Submit*.
5. A confirmation screen appears with the message "Hold was successfully placed".

My Account: Holds

From **My Account**, you can see **Items on Hold** and manage items currently being requested.

Actions include:

- Suspend - set a period of time during which the hold will not become active, such as during a vacation
- Activate - manually remove the suspension
- Cancel - remove the hold request

Edit options include:

- Change pick up library
- Change the *Cancel unless filled by date*
- Change the status of the hold to either active or suspended.
- Change the *If suspended, activate on date*, which reactivates a suspended hold at the specified date

To edit items on hold:

1. Login to *My Account*, click the *Holds* tab.
2. Select the hold to modify.
3. Click *Edit* for selected holds.
4. Select the change to make and follow the instructions.

Managing Holds

You can edit the holds in your account on the OPAC. Before holds are in-transit for you, you can suspend them (set them as inactive) for a period of time without losing the hold queue position, activate suspended holds, and edit the activation date for suspended holds.

Actions for Selected Holds

1. Highlight the hold record, then select *Edit*.
2. Choosing an action on the list.
 - a. If you want to suspend a hold or activate a suspended hold, click the appropriate action on the list.

Suspended holds will not be filled but its hold position will be kept. They will automatically become active on the activation date if there is an activation date in the record. Without an activation date, the holds will remain inactive until staff or a patron activates them manually.
 - b. You may edit the *Activation Date* by using the corresponding action on the dropdown menu.