YAVAPAI LIBRARY NETWORK CATALOG: PLACE HOLDS

- 1. Log in to your account, or just begin searching.
- 2. Once you have located an item to request, click Place Hold.



- 3. If you aren't logged in, you will be prompted to do so now.
- 4. Enter your library card barcode and PIN and click Log In.

	YLN Yavapai Library Network	Log In My Account My Lists Library Information Select Language 🍇 🌚 YLN Yavapai Library Network			
	All Libraries 🗸 All Fields 🗸 Car	is	Search Advanced Search		
	373 Results Found	1 2 3 4 5 32	Limit Search Results		
	Cats [widescreen DVD] by Lloyd Webber, Andrew, 1948- DVD Video	Sort By: Place Hold Text This To Me	Narrowed by: S + Material Type: DVD Video Library Include Exclude Abia Judd Elementary School Library		
5.	After you log in, the Place Hold(s) window will po	p-up.	Library Barcode: 21234567891011 PIN: ****		
6.	Select your pickup library from the dropdown me default in the Preferences section of My Account	enu (you can set the).			
7.	Click Place Hold(s).	Place Hold(s) Title Cats [widescreen DVD] Prescott	Pickup Library: Public Library		
8.	A window will appear to confirm the hold has been placed, or to inform you why, if the hold cannot be placed.				
9.	Click Ok .	Title Cats [widescreen DVD]	Action Success		
	Y	LN Library Network			

YAVAPAI LIBRARY NETWORK CATALOG: CANCEL HOLDS

1. Log in and click My Account.

YLN Yavapai Library Network	Welcom	E LASTNAME, FIRSTNAME	Log Out My Account My	r Lists Library Informatio	on Select	Language 🛃 🕲 YLN Yavapai Library Network
All Libraries	✓ All Fields	~			Search	Advanced Search

- 2. Click on the Holds tab.
- Select the items you want to cancel by checking the box next to the title.
- 4. Click the **Cancel Hold** button.
- A confirmation window will pop up. Click Yes to cancel the hold.
- 6. The item will disappear from your holds list.

Personal Information Checkouts Holds Greekouts									
▼ My Holds									
Items on Hold: 5 Ready for Pickup: 0									
	5elect All	Cancel Hold(s) Edit Pickup Location(s) Suspend Hold(s) Cancel	Hold Suspension(s)		Place in			
۲		Title/Author 💿	Status 🤶	Pickup at: 🔶	Expires 🤶	queue			
	Ale S	Wynar's introduction to cataloging and classification Taylor, Arlene G., 1941-	Active	Yavapai Free Library District		1			
	Ale S	Garrow's law. Series 3 [widescreen DVD] Marchant, Tony, 1959-	Active	Yavapai Free Library District		1			
	Ale	A war of gifts : an Ender story Card, Orson Scott.	Active	Yavapai Free Library District		1			
	Ale	Ender's shadow Card, Orson Scott.	Active	Yavapai Free Library District		1			
	atte.	Cats [widescreen DVD] Lloyd Webber, Andrew, 1948-	Active	Yavapai Free Library District		1			
	5elect All	Cancel Hold(s) Edit Pickup Location(s) Suspend Hold((s) Cancel	Hold Suspension(s)					

NOTE: If you are not going to be available to collect your holds (ex. you are going on vacation), you can suspend them temporarily. When you are able to collect them again, you can cancel the suspension without losing your place in the queue.



