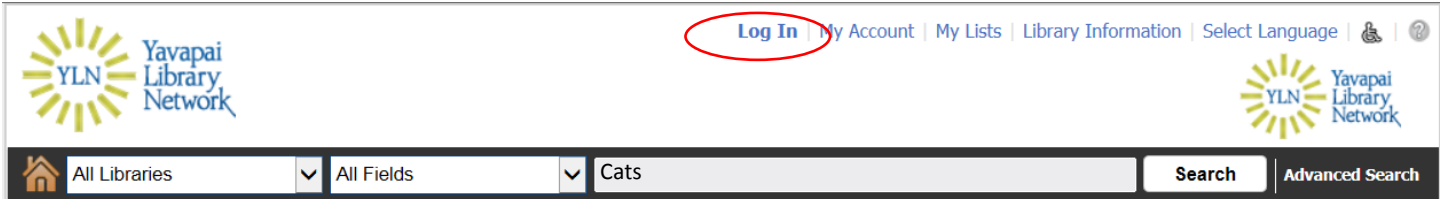
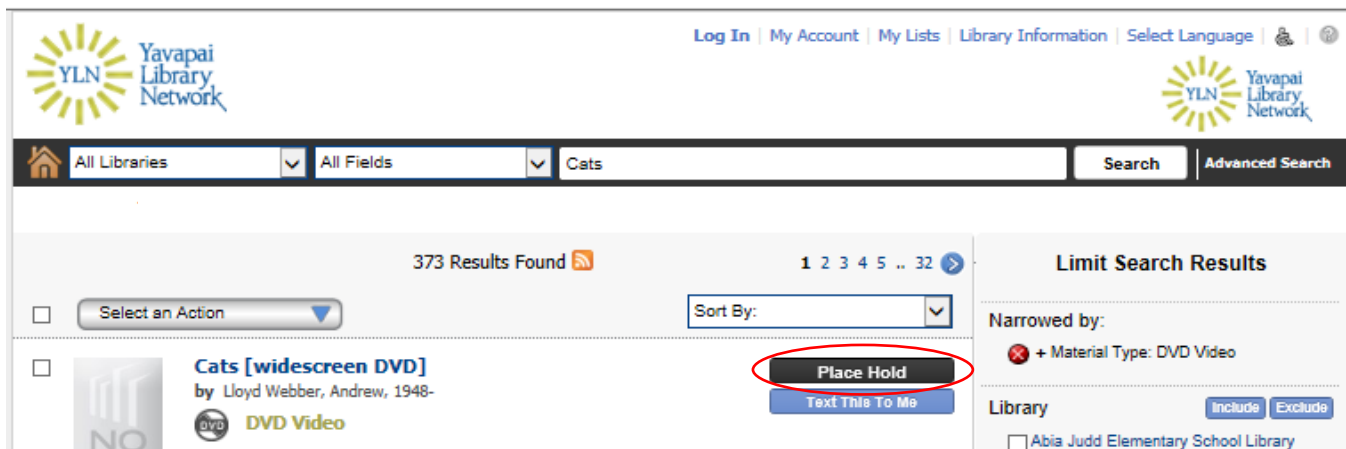


# YAVAPAI LIBRARY NETWORK CATALOG: PLACE HOLDS

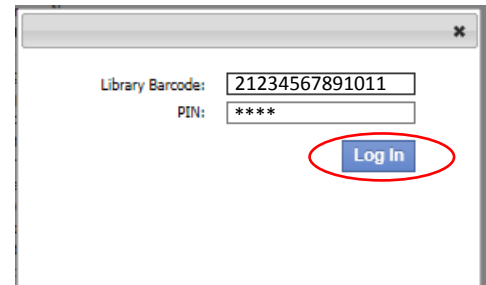
1. **Log in** to your account, or just begin searching.
2. Once you have located an item to request, click **Place Hold**.



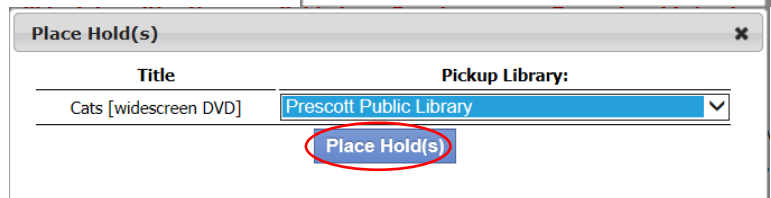
3. If you aren't logged in, you will be prompted to do so now.
4. Enter your library card barcode and PIN and click **Log In**.



5. After you log in, the Place Hold(s) window will pop-up.
6. Select your pickup library from the dropdown menu (you can set the default in the Preferences section of My Account).

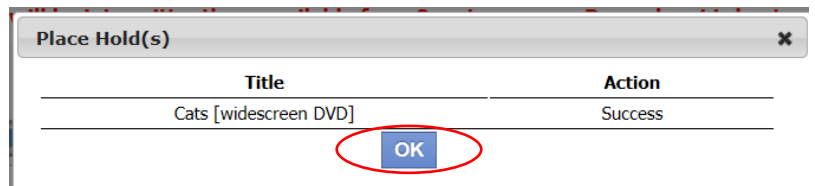


7. Click **Place Hold(s)**.



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**.



# YAVAPAI LIBRARY NETWORK CATALOG: CANCEL HOLDS

1. Log in and click **My Account**.

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

My Holds

Items on Hold: 5  
Ready for Pickup: 0

Select All [Cancel Hold\(s\)](#) [Edit Pickup Location\(s\)](#) [Suspend Hold\(s\)](#) [Cancel Hold Suspension\(s\)](#)

<input type="checkbox"/>	Title/Author	Status	Pickup at:	Expires	Place in queue
<input type="checkbox"/>	Wynar's introduction to cataloging and classification Taylor, Arlene G., 1941-	Active	Yavapai Free Library District		1
<input type="checkbox"/>	Garrow's law. Series 3 [widescreen DVD] Marchant, Tony, 1959-	Active	Yavapai Free Library District		1
<input type="checkbox"/>	A war of gifts : an Ender story Card, Orson Scott.	Active	Yavapai Free Library District		1
<input type="checkbox"/>	Ender's shadow Card, Orson Scott.	Active	Yavapai Free Library District		1
<input checked="" type="checkbox"/>	Cats [widescreen DVD] Lloyd Webber, Andrew, 1948-	Active	Yavapai Free Library District		1

Select All [Cancel Hold\(s\)](#) [Edit Pickup Location\(s\)](#) [Suspend Hold\(s\)](#) [Cancel Hold Suspension\(s\)](#)

Cancel Holds

OK to Cancel the Selected Holds?

**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.

