Placing & Managing Holds

After searching LINKcat, click on a single title or to select multiple titles, check the boxes next to each title. Then:

- Click **Place Hold(s).**
- Log in to your account, if prompted.
- Change pickup library if desired.
- Click **Place Hold** for a single hold or **Submit All** for multiple holds.

Viewing your holds

In the upper right-hand corner, choose **My Dashboard.** If prompted, log in to your account. Click **On Hold** from your Library Dashboard.

In Transit and Waiting holds appear first, then Active holds, and then Suspended holds.

Suspending your holds

Going to be unavailable or out of town? Suspend your holds so you don't miss them.

For a single hold, click **Suspend** on the right, or select one or more holds using the checkboxes, and click **Suspend** at the top. In the pop-up box, *optionally* enter the date upon which you want your hold to resume. Click **Suspend.**

Resuming your holds

For a single hold, click **Resume** on the right, or select one or more holds using the checkboxes, and click **Resume** at the top.

Canceling your holds

For a single hold, click **Cancel** on the right, or select one or more holds using the checkboxes, and click **Cancel** at the top.

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