

MANAGE YOUR HOLDS

Too much to read in too little time? No longer want an item you requested?

You can delay when you receive an item, without losing your place in line, by suspending a hold. If you no longer want an item you requested, you can cancel it. To begin, login to your account on your phone or computer with your library card barcode and PIN (typically, the last 4 digits of your phone number). Then, follow the steps below to suspend/reactive or cancel a hold request.

SUSPEND/REACTIVATE HOLDS:

In the Pierce
County
Library app:

- Tap Held Items
- Tap **Suspend** then, **Yes**
- Choose the date you want your hold to be reactivated.
- To reactivate a suspended hold, tap **Resume**

On the
Pierce
County
Library
website:

- Select **Requests** in the menu on the left
- Check the box next to the request(s) you want to suspend/reactivate.
- Click **Suspend/Reactivate Selected** at the bottom of the page.
- Enter the new activation date in the box at the top of the page.

CANCEL HOLDS:

In the Pierce
County
Library app:

- Tap Held Items
- Scroll to find the request(s) you want to cancel
- Tap **Cancel** then, **Yes**

On the
Pierce
County
Library
website:

- Select **Requests** in the menu on the left
- Check the box next to the request(s) you want to cancel
- Click **Cancel Selected** at the bottom of the page.
- Click **Submit** to cancel the request(s)