

HOW TO SUSPEND A HOLD

@ **imagineif**
LIBRARIES

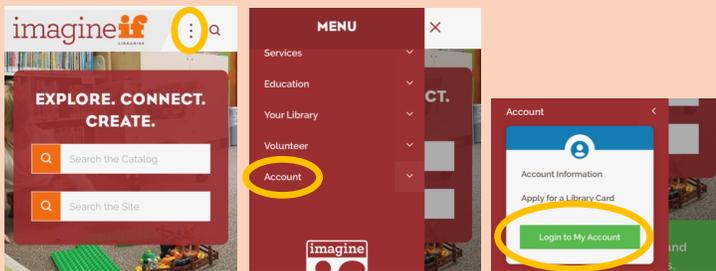
1

Go to imagineiflibraries.org, and login to your account

On a computer it will look like this:



On a smartphone or tablet it will look like this:

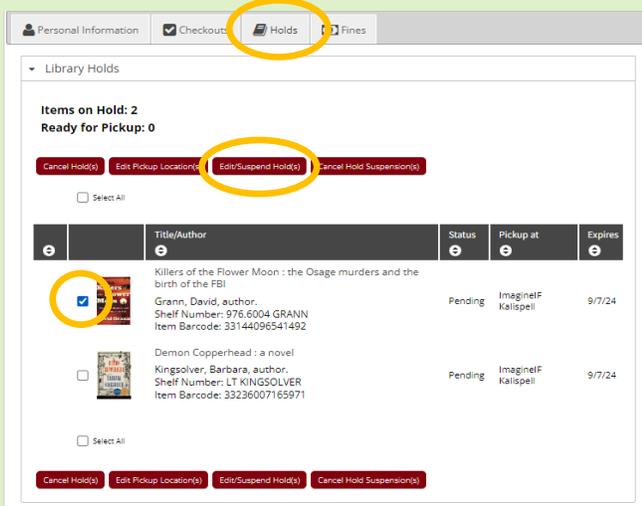


2

Enter your Library Card Number (no spaces) and your PIN (usually the last 4 digits of your phone number on file)

3

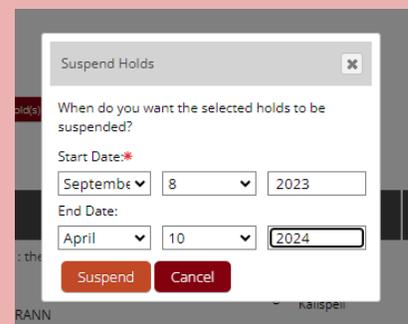
Click the **Holds** tab, check the box of the hold(s) you want to pause and select **Edit/Suspend Hold(s)**



4

Choose the date range you want your hold suspended.

You will continue to move up in the hold queue while your hold is suspended.



You will be contacted when the item is at the library ready for you to pick up!

To make sure your notification settings are up to date, ask a staff member to verify your contact info and preferences