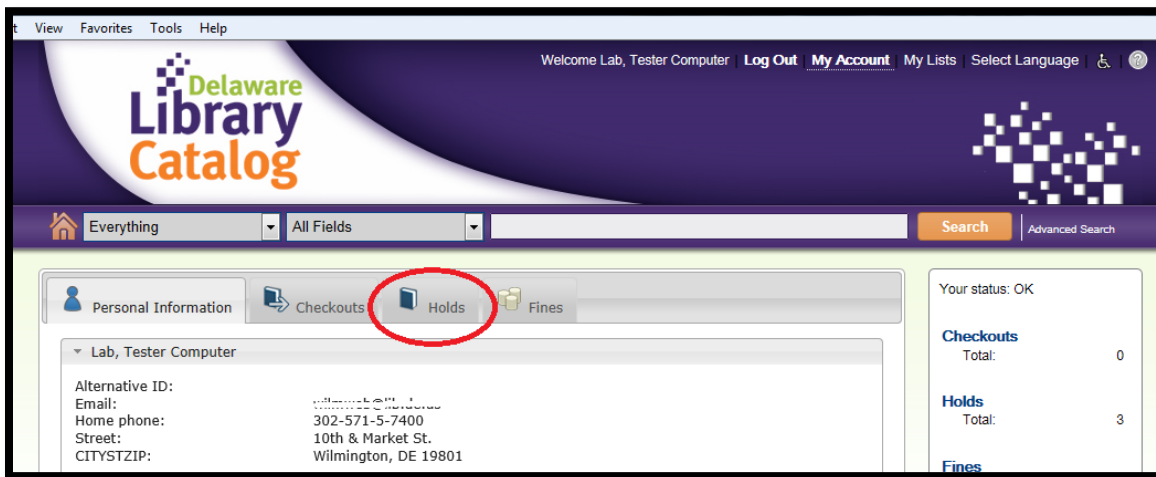


## How do I Suspend My Holds?

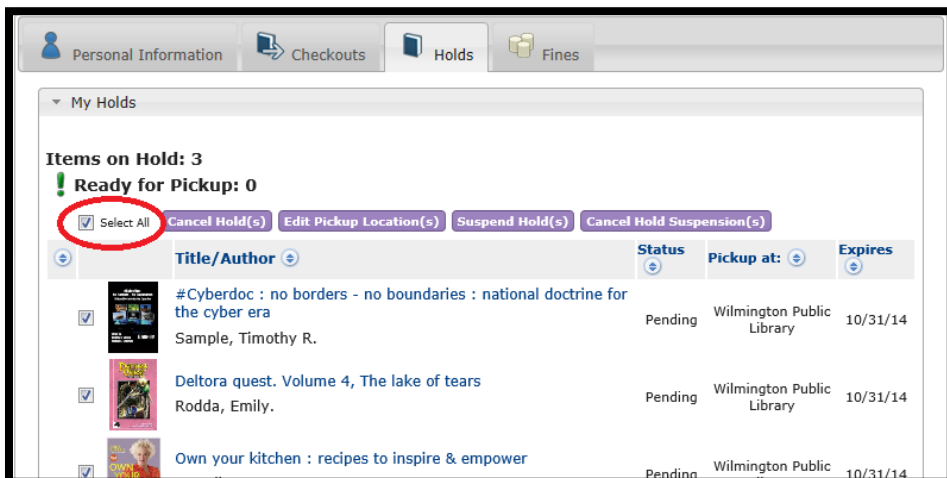
To suspend your holds for a time, first log into “My Account” from the Library’s catalog using your 14 digit barcode number and PIN. <http://dlc.lib.de.us/client/default>



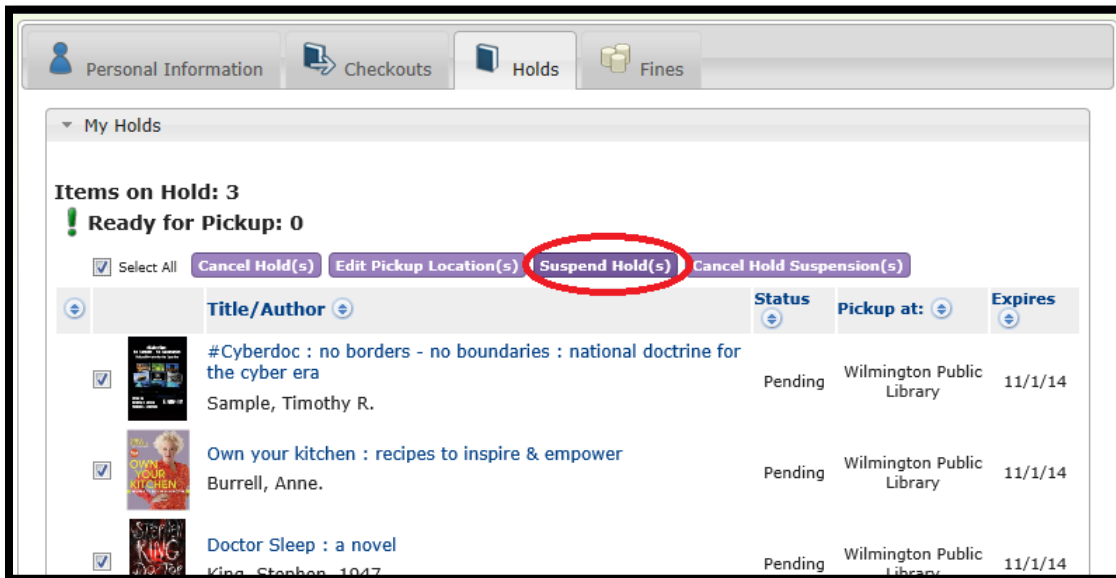
Once you have logged in – Click on the “Tab” that says “HOLDS”



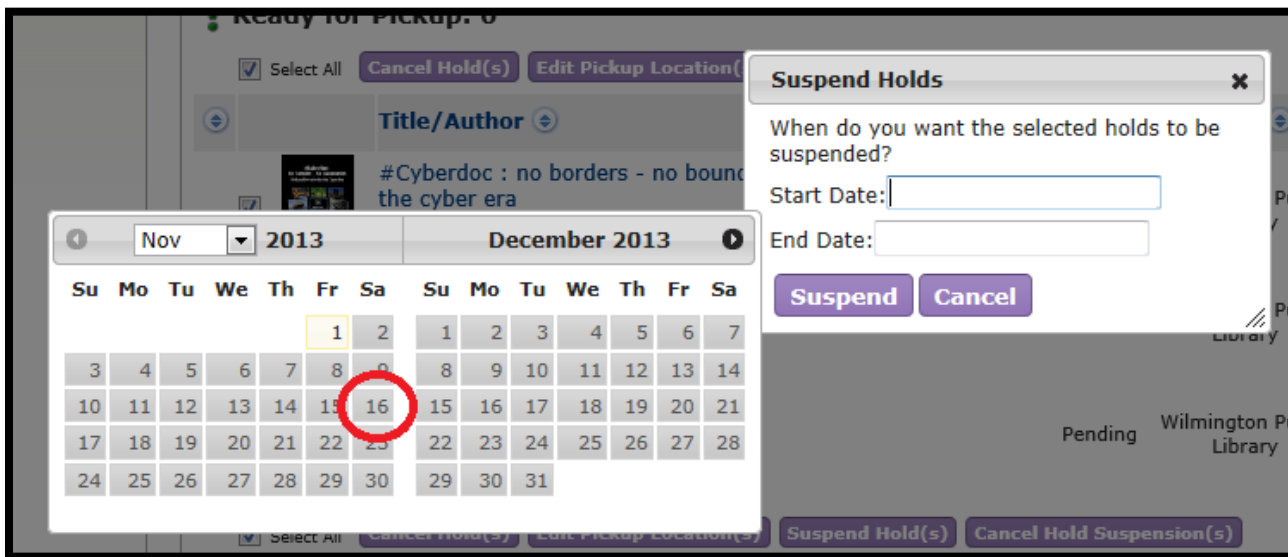
Click on the “SELECT ALL” button to make the changes to all of your holds or click on the box next to each item that you want to temporarily suspend.



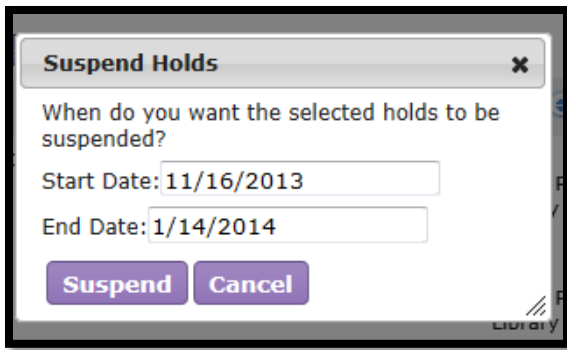
Click on the purple “SUSPEND HOLD(S)” button:



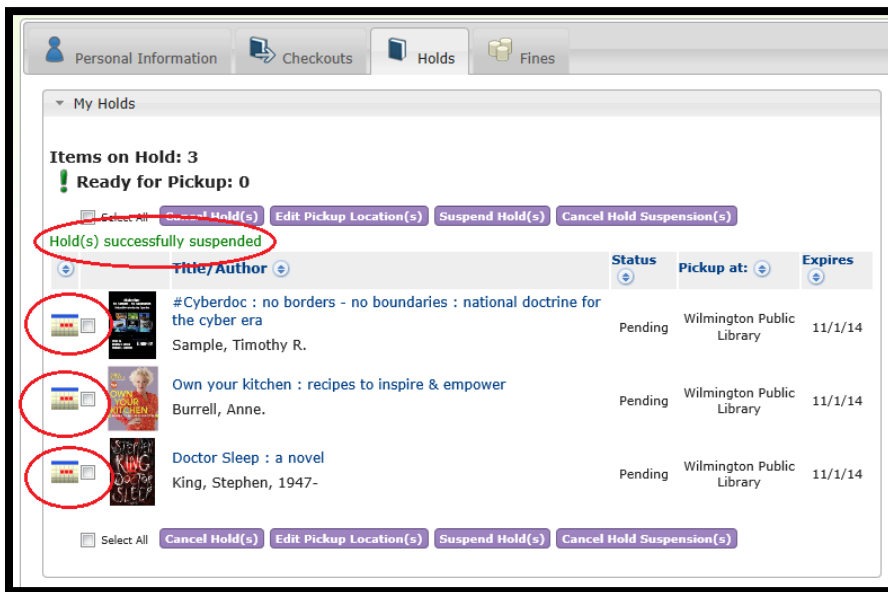
A Calendar will pop up. Click on the date in the calendar you would like to start suspending your holds. The date will automatically appear in the “Start Date” field. Click in the “End Date” field and a new calendar will pop up for you to select the date you would like the suspension to end.



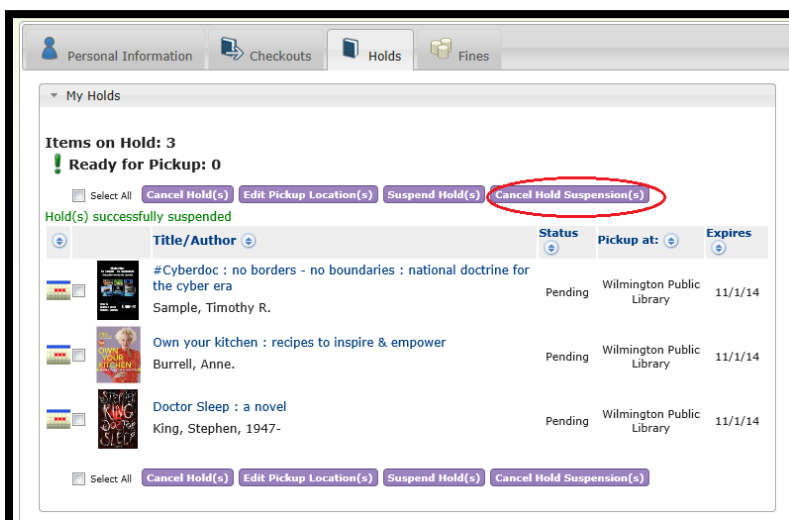
Click on the button to “Suspend” and your dates will be set. You can cancel the suspension at any time if you change your mind or can get back to the library earlier than you anticipated.



You will see a notice that your hold(s) were successfully suspended. If you put your mouse pointer over the little calendar next to each item, you will see the holds' suspension date range.



At any time, you can cancel your hold suspensions. Just select the item(s) first and click on "Cancel Hold Suspension(s)." If the Library is still closed...please change your pickup location to another library.



Please call the Reference Desk if you have any problems. 571-7416