

Managing Holds

Did you know that you can suspend and activate your holds online? This can be especially useful for individuals who organize book clubs or simply want to put items on holds on items they don't require right away.

If you are wanting to search for and place holds on Book Club in a Bag titles, please visit www.saskatoonlibrary.ca/bookclubinabag and click the link provided on that page to view the kits that are available for this service.

To manage your holds and have them delivered at predetermined times throughout the year, please do the following after you have logged into your account at www.saskatoonlibrary.ca.

1. Once you have found the item you want to put on hold, click the Place Hold button and choose the branch you would like to pick the item up at.

The screenshot shows the Saskatoon Public Library website interface. At the top, there is a search bar with the text "Find books, music, movies, and more..." and buttons for "Search", "My Account", and "Log Out". Below the search bar, there are navigation links: "Using Your Library", "Digital Library", "Locations", "Services", "About", "Contact", and "Events".

The search results section shows a search for "Book club in a bag" with a "By Series" dropdown and a "Search" button. Below this, there are filters for "Sort by" (Sorted by Most Popular), "Format" (All), "Language" (All), "Location" (Saskatoon Public Libra), and "Branch" (All). There is also a checkbox for "Show Only Available Items".

The results show 83 results. The first result is "The storied life of A.J. Fikry a novel" by Zevin, Gabrielle, author. It is a Book Club item from 2014. The availability status is "0 available of 1 items". There are buttons for "View Holdings" and "Place Hold" (highlighted with a red box), and a link to "Add To My Reading List".

2. Once you have placed items on hold, click on My Account (top right-hand corner of the page) and then click Requests.

The screenshot shows the top navigation bar of the Saskatoon Public Library website. The header includes the library logo, a search bar with the text "Find books, music, movies, and more...", and buttons for "My Account" and "Log Out". Below the header is a menu with links: "Using Your Library", "Digital Library", "Locations", "Services", "About", "Contact", and "Events". The main content area is titled "My Account" and shows a user profile with a redacted name and a card expiration date of "Sep-06-2021". A navigation bar below the profile contains buttons for "My Account", "Messages 0", and "Settings". A secondary navigation bar shows "Items Out 1", "Requests 1" (highlighted with a red box), "Fees \$7.00", "My Reading List", and "Reading History". The main content area displays a book request for "The storied life of A.J. Fikry a novel" by Zevin, Gabrielle. The request details include: "Requested: Mar-01-2019", "Status: Active", and "Pickup at: Saskatoon - Alice Turner Branch". There are "Cancel" and "Suspend" buttons at the bottom right of the request card.

3. To manage when holds will be fulfilled, click Suspend next to each title and choose a timeframe from the options provided.

This screenshot shows the same "My Account" page as above, but with a modal dialog box open. The dialog box is titled "Suspend this hold for how long?" and contains six buttons representing different timeframes: "1 Week", "2 Weeks", "1 Month", "3 Months", "6 Months", and "1 Year". A "Close" button is located at the bottom right of the dialog. The background page is dimmed, and the "Requests 1" button in the secondary navigation bar is highlighted with a red box. The book request card for "The storied life of A.J. Fikry a novel" is visible below, with the "Suspend" button highlighted with a red box.

4. If you want to activate a suspended hold before your selected timeframe expires, simply click Activate next to the title.

My Account

Card Expiration: Sep-06-2021

[My Account](#) [Messages 0](#) [Settings](#)

[Items Out 1](#) [Requests 1](#) [Fees \\$7.00](#) [My Reading List](#) [Reading History](#)

Your hold was successfully suspended until Apr-01-2019

[The storied life of A.J. Fikry a novel](#)
—Zevin, Gabrielle, author.

[Kit](#)

Requested: Apr-01-2019
Status: **Inactive**
Pickup at: Saskatoon - Alice Turner Branch

[Cancel](#) [Activate](#)