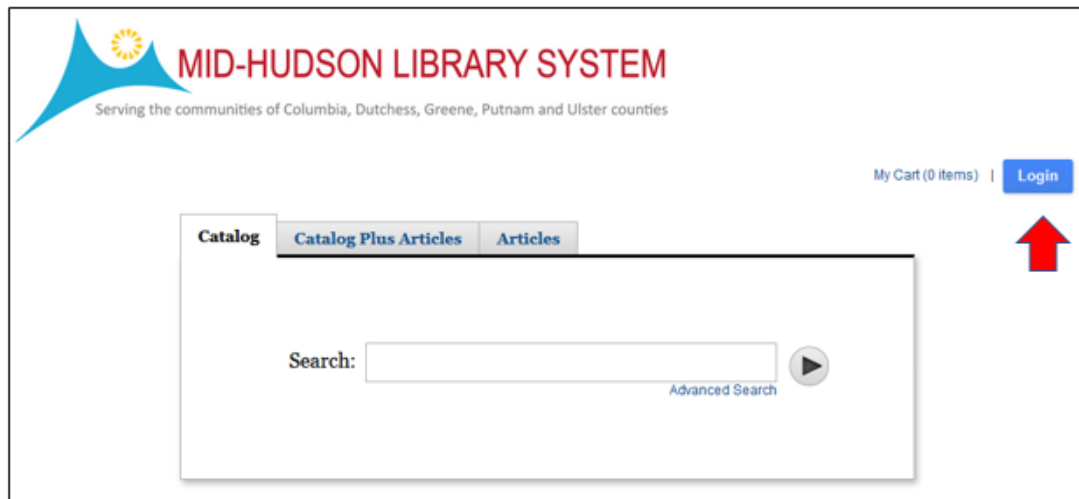


Freezing Hold requests in the library catalog:

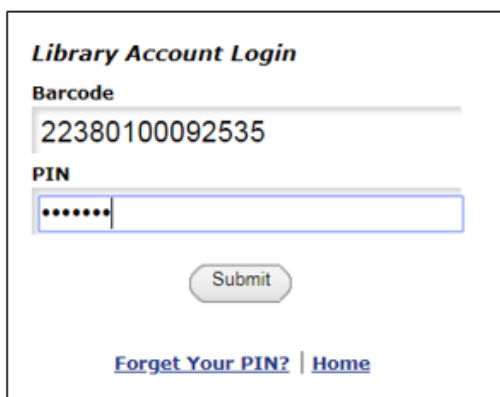
If you have outstanding hold requests that you don't want to be filled, you can 'freeze' them in the library catalog. To do this, simply go to the library catalog from your library's website or connect directly to the catalog with this link –

<https://search.midhudsonlibraries.org/iii/encore/?lang=eng&suite=cobalt>

From the catalog, log into your library account by clicking on the Login button.

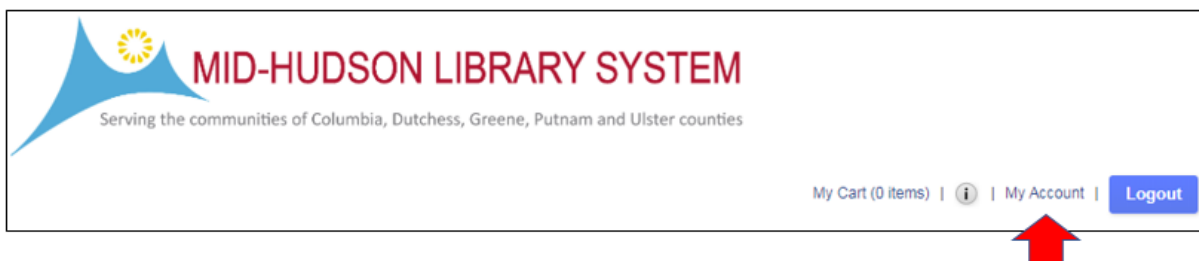


Enter your library barcode and pin to access your library account.

A screenshot of the "Library Account Login" form. The form has a title "Library Account Login" and two input fields. The first field is labeled "Barcode" and contains the number "22380100092535". The second field is labeled "PIN" and contains six asterisks. Below the input fields is a "Submit" button. At the bottom of the form, there are two links: "Forget Your PIN?" and "Home".

If you do not remember your PIN, click on Forget Your Pin? If you have not set a PIN for your account, simply enter your library barcode, leaving the PIN blank. You will be prompted to set a PIN for this account.

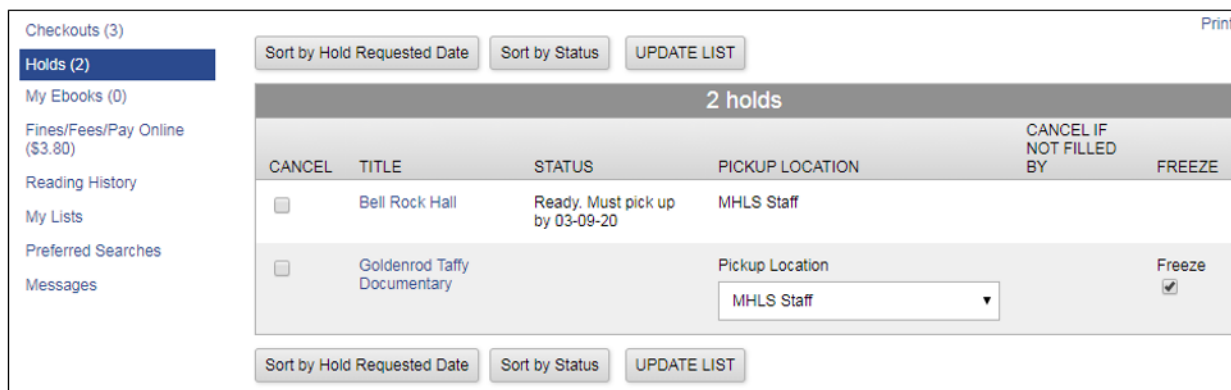
When you have logged in, select My Account



By default your account will open to your current checkouts. Select the Holds option from the list on the left-hand side -



When in your Holds listings, you will see the items you currently have requested. If an item is not in the process of being filled, you can freeze the time by putting a check into the check box beneath the word Freeze.



Then click on the Update List button.

You will be asked to confirm that you would like to freeze the request, click on the Yes button

Checkouts (3) Print

Holds (2)

My Ebooks (0)

Fines/Fees/Pay Online (\$3.80)

Reading History

My Lists

Preferred Searches

Messages

The following hold(s) will be cancelled or updated, would you like to proceed?

2 holds				
TITLE	RATINGS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FREEZE
Goldenrod Taffy Documentary		MHLS Staff		Freeze <input checked="" type="checkbox"/>

A check the box from the Holds screen will indicate that the request is frozen. It will remain frozen until you decide that you want to un-freeze the request. To do so, simply follow these instructions to remove the check.

Checkouts (3) Print

Holds (2)

My Ebooks (0)

Fines/Fees/Pay Online (\$3.80)

Reading History

My Lists

Preferred Searches

Messages

Sort by Hold Requested Date | Sort by Status | UPDATE LIST

2 holds					
CANCEL	TITLE	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FREEZE
<input type="checkbox"/>	Bell Rock Hall	Ready. Must pick up by 03-09-20	MHLS Staff		
<input type="checkbox"/>	Goldenrod Taffy Documentary		Pickup Location MHLS Staff		<input checked="" type="checkbox"/>

Sort by Hold Requested Date | Sort by Status | UPDATE LIST

