

How To **with HCPL** Placing & Managing Holds

This guide details how to place holds on items on the Harris County Public Library website. It also provides step-by-step instructions to managing your holds.

This guide assumes you already know how to log in to your library account on the website. If you need help with logging in, please check out our video and guide on that topic! You can also reach out to your local library branch for help.

Contents

Browsing & Searching the Catalog	1
Placing Holds	5
Physical Items	5
Digital Items	7
Where to Find Your Holds	9
Managing Your Holds	13
Cancel Holds	13
Modify Pickup Location for Physical Holds	14
Pause & Resume Holds	15

Log In Before Placing Holds

We recommend that you log in to your account on the website before placing holds. Being logged in before placing a hold makes the process a bit more streamlined.

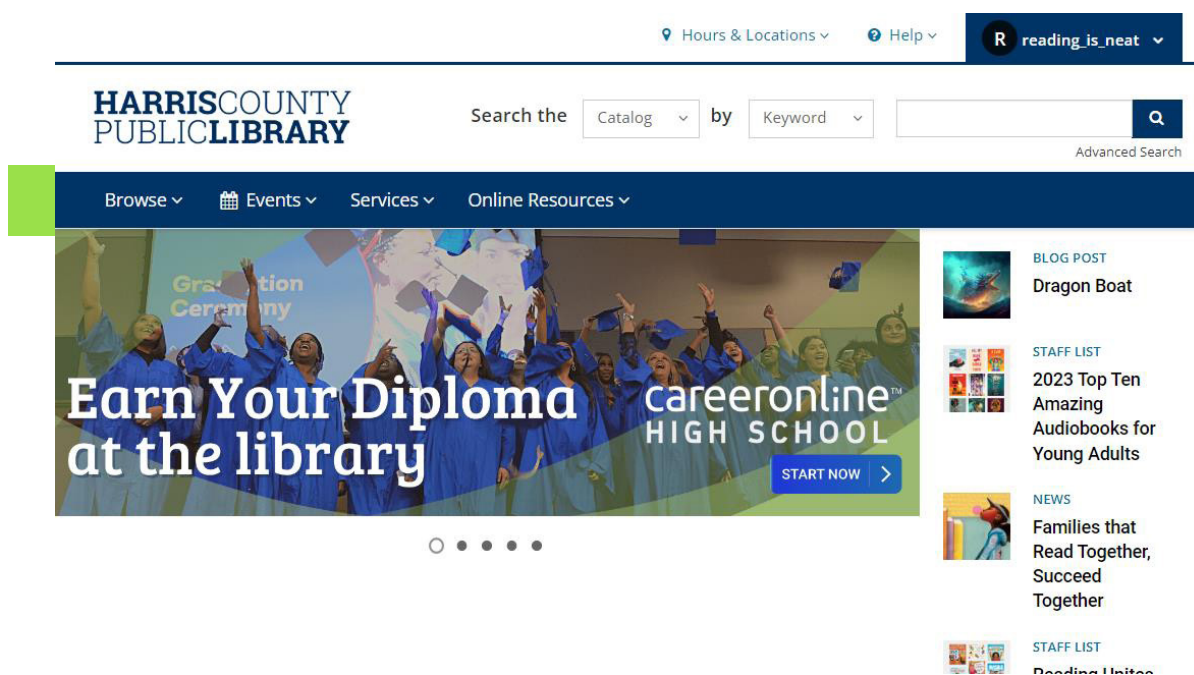
Online Catalog

You can find items to place on hold by browsing or searching the HCPL online catalog.

Browsing & Searching the Catalog

Browsing the catalog lets you look through lists and recommendations curated by library staff. Browsing is good if you're not looking for anything in particular, and you just want to explore.

1. Click the “**Browse**” option in the main menu. The main menu is the dark blue banner that runs across the screen and you can find it on every page on the website.



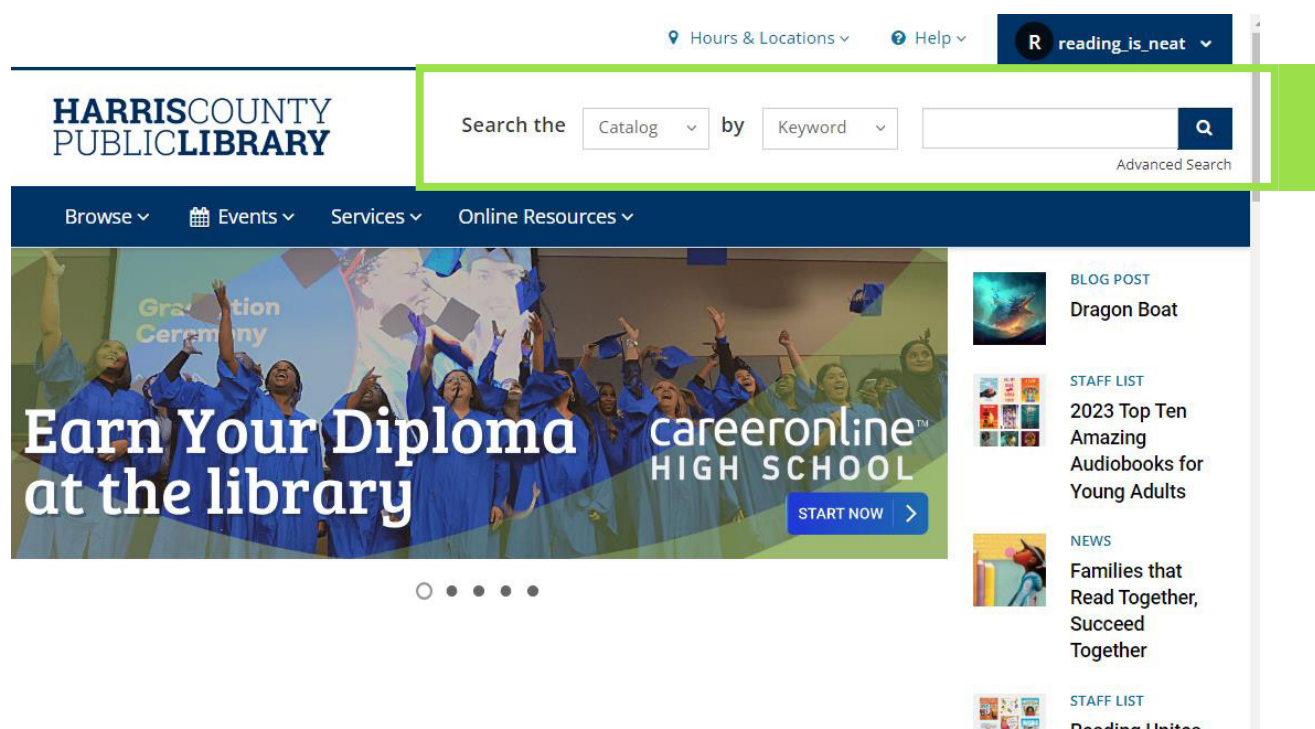
2. Clicking on the “Browse” option opens a dropdown menu. You can use this menu to browse by Audience, Format, or Recommendations.

The screenshot shows the Harris County Public Library website. At the top right, there are links for 'Hours & Locations', 'Help', and a user profile 'R reading_is_neat'. The main header features the library logo, a search bar with 'Catalog' and 'Keyword' dropdowns, and an 'Advanced Search' button. Below the header is a navigation bar with 'Browse', 'Events', 'Services', and 'Online Resources'. The 'Browse' dropdown menu is open, displaying three columns: 'BY AUDIENCE' (Kids, Teens, Adults), 'BY FORMAT' (Books, eBooks, Audio, Movies & TV, Magazines & Newspapers), and 'RECOMMENDATIONS' (Coming Soon, New Titles, Award Winners, Bestsellers, Explore). A fourth column, 'MORE', lists various library resources like 'About HCPL', 'Blog', 'Careers @ HCPL', 'Get Involved', 'Library Policies', 'Newsroom', 'Podcast', and 'Suggest a Book'. A green box highlights the three main columns.

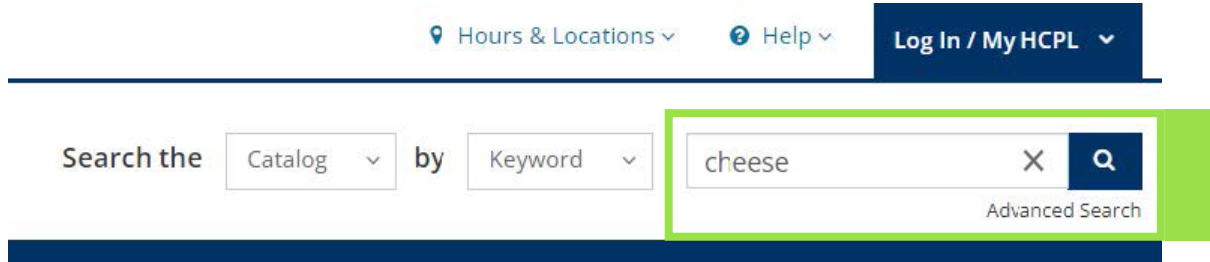
Searching the Catalog

Searching is the most direct way to access the catalog, and you can search for a wide variety of things, such as title, author, keyword, or subject.

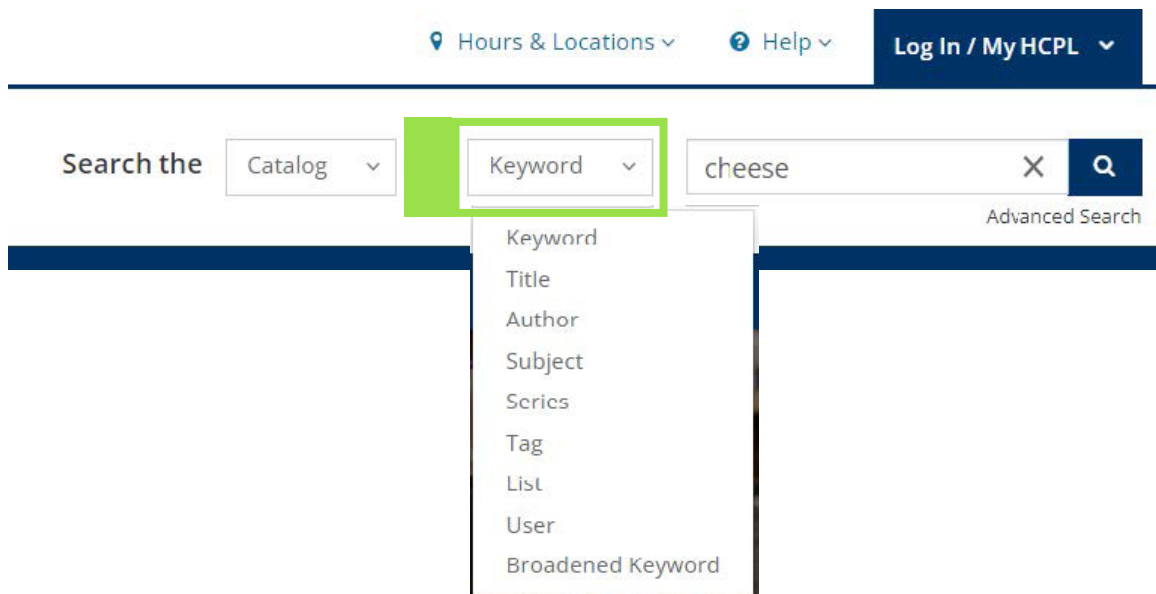
1. You can search the catalog using the search bar. The search bar is located near the top of the screen and you can find it on every page on the website.



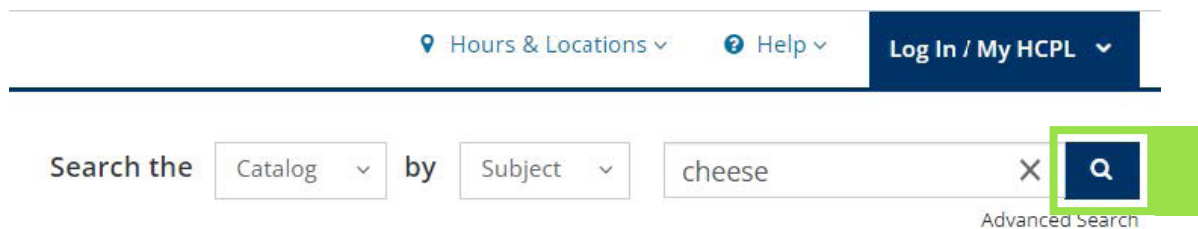
2. Enter what you're searching for in the search space:



3. It defaults to a keyword search which works for most searches, but you can change it by clicking on the dropdown where it says "Keyword".



4. Click the search button (dark blue button with the magnifying glass).



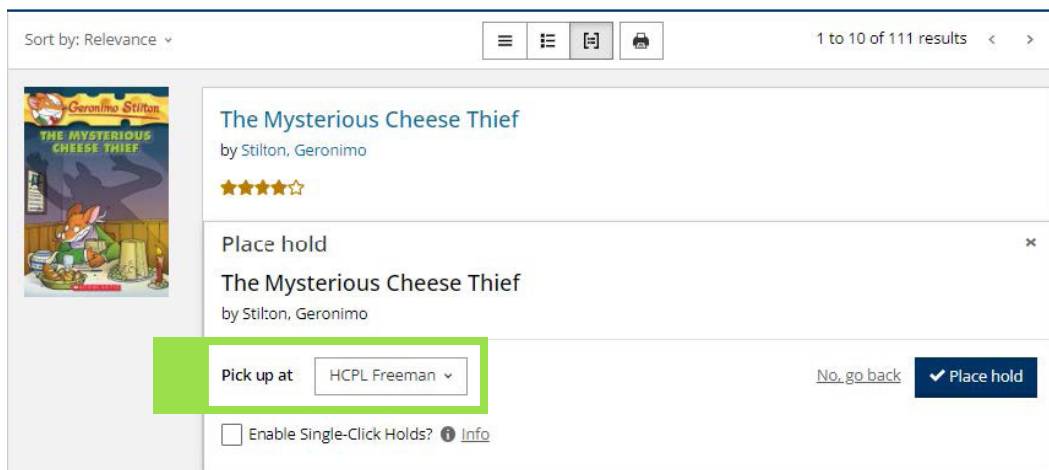
Placing Holds

Physical Items

1. When you find an item that you want to place on hold, click the green **“Place Hold”** button to the right of the item.

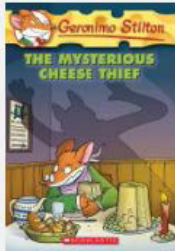


2. If you are logged in to your account, then it will ask you to confirm the pickup location for the hold.
 - a. If you are not logged in, you will be directed to log in before proceeding.



3. Click the dark blue “**Place Hold**” button to finalize placing the hold.

Sort by: Relevance ▾ ☰ ☰ ☰ ☰ 1 to 10 of 111 results < >



The Mysterious Cheese Thief
by Stilton, Geronimo
★★★★☆

Place hold ✕

The Mysterious Cheese Thief
by Stilton, Geronimo

Pick up at [No, go back](#) **✓ Place hold**

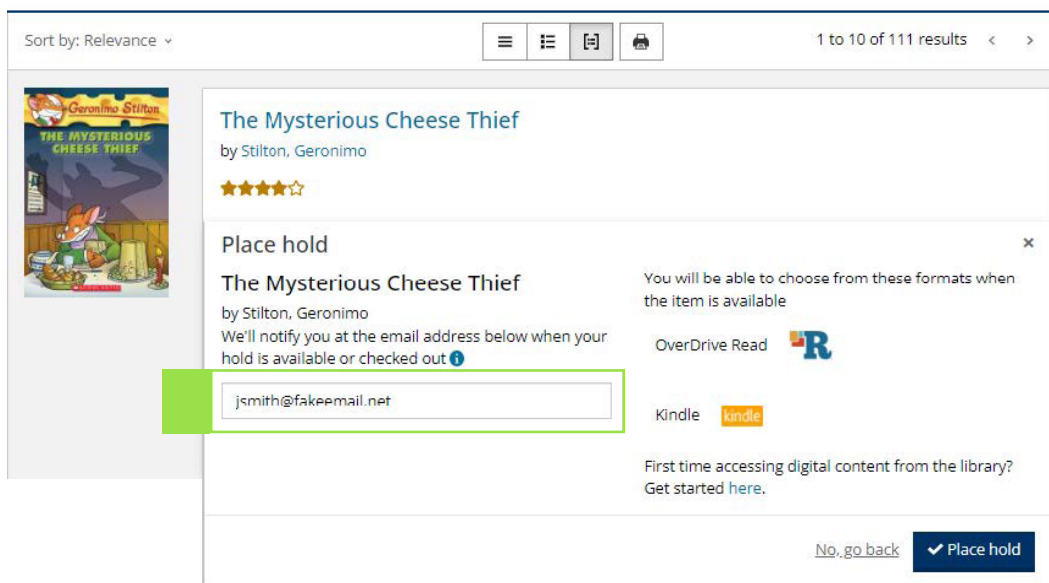
Enable Single-Click Holds? ⓘ [Info](#)

Digital Items

1. When you find an item that you want to place on hold, click the green **“Place Hold”** button to the right of the item.




2. If you are logged in to your account, then it will ask you to confirm the email where you will be notified when the item becomes available.
 - a. If you are not logged in, you will be directed to log in before proceeding.



3. Click the dark blue **“Place Hold”** button to finalize placing the hold.

Sort by: Relevance ▾ ☰ ☰ ☰ ☰ 1 to 10 of 111 results < >





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★★★★☆

Place hold ✕

The Mysterious Cheese Thief
by Stilton, Geronimo
We'll notify you at the email address below when your hold is available or checked out ⓘ

You will be able to choose from these formats when the item is available

OverDrive Read 

Kindle 

First time accessing digital content from the library?
Get started [here](#).

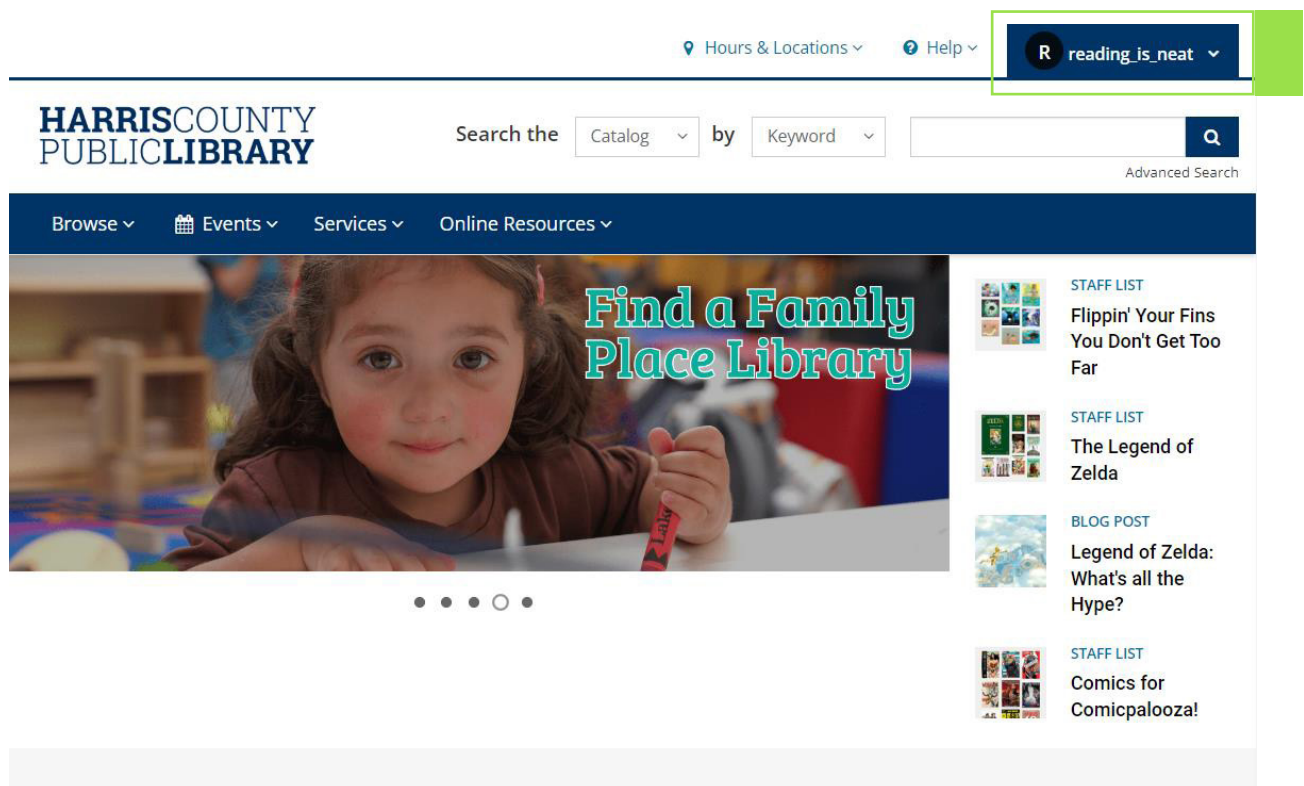
[No, go back](#)

Where to Find Your Holds

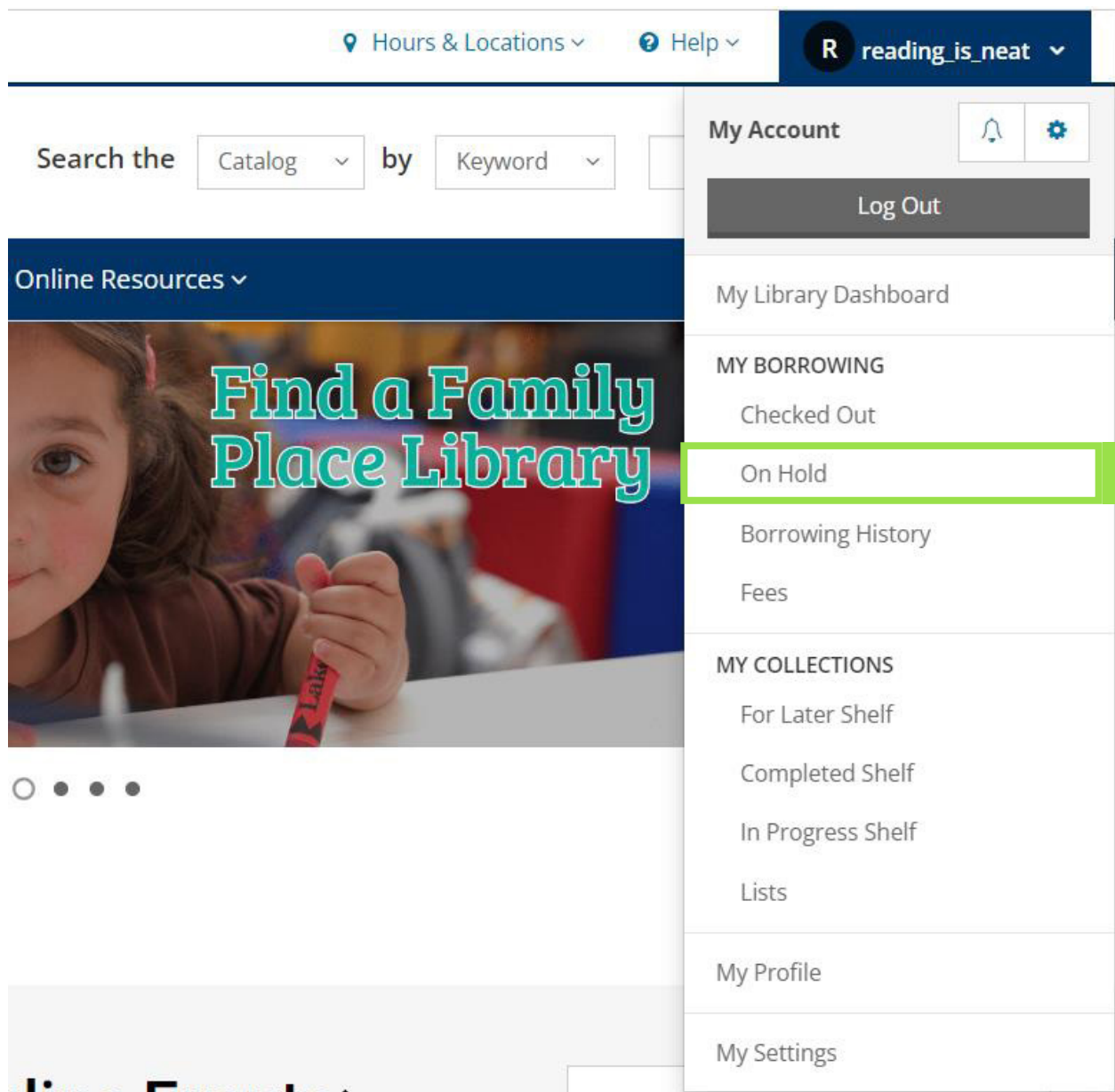
You can find your holds on the On Hold page in your account.

Accessing the On Hold Page

1. When you're logged in to your account on the website, your username shows in the dark blue button in the top right corner of the screen.



2. Clicking on your username causes a dropdown menu to appear. Click the **On Hold** option.



On Hold Page Layout


1. Your Holds: The items you currently have on hold are listed in the center of the page. By default, they are sorted by status and your position in the wait list.
 - a. If you have physical and digital items, you can sort between the formats using the options at the top.

On Hold 🔍

3 items All | 2 physical | 1 digital

Sort by: Status ☰ ☰ 1 to 3 of 3 items < > 🗑️

Select 3 items


 **Artificial Condition**
by Wells, Martha
📖 Book - 2018 | First edition.
[View details](#)

🟢 Ready
Pick up at HCPL Freeman
Pick up by Jun 13, 2023

Cancel hold

Holds ready for pickup cannot be modified

📅 For Later ⌵

 **The Mysterious Cheese Thief**
by Stilton, Geronimo
📖 Book - 2007
[View details](#)


⚪ Not ready #1 on 25 copies
Pick up at HCPL Freeman ⌵
Expires on 📅 Jun 06, 2024

Pause hold

Cancel hold

📅 For Later ⌵

Placed on Jun 06, 2023

 **The Mysterious Cheese Thief**
by Stilton, Geronimo
📖 eBook - 2011

⚪ Not ready #1 on 1 copies

Pause hold

Cancel hold

📅 For Later ⌵

Placed on Jun 06, 2023

1 to 3 of 3 items < 1 >


2. **Status and Position:** The status of the hold and your position in the waitlist are on the right side.
3. **Pick Up Branch:** Under the status information is the branch you selected as the pick up location. This is only present for physical items.
4. **Cancel and Pause:** Under the pick up branch are the options to pause and/or cancel your hold.

On Hold 🔔

3 items | All | 2 physical | 1 digital

Sort by: Status ⌵ ☰ ☰ 1 to 3 of 3 items < > 🖨️

Select 3 items



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⌵

1 to 3 of 3 items < 1 >

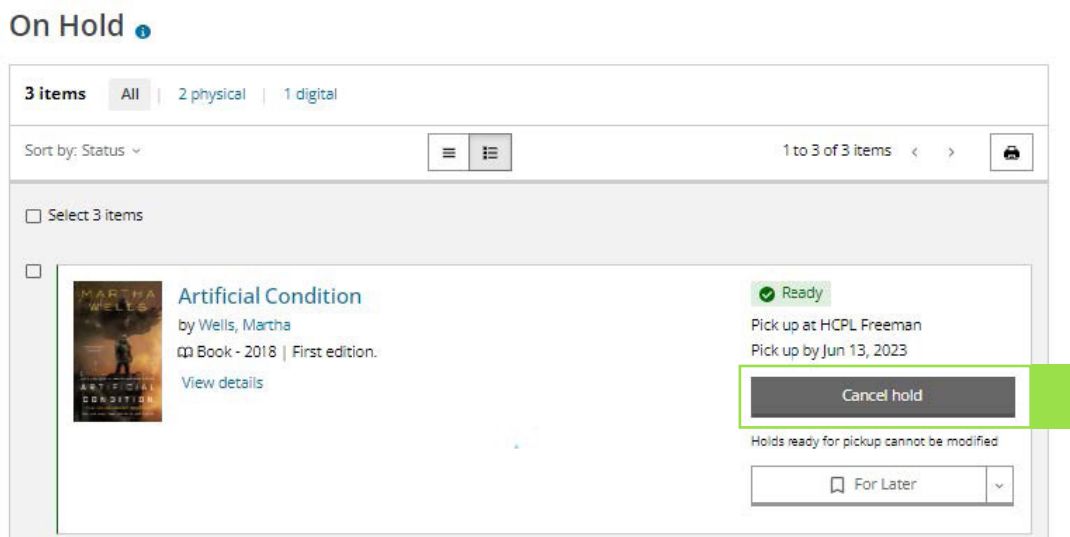
pg. 12

Managing Your Holds

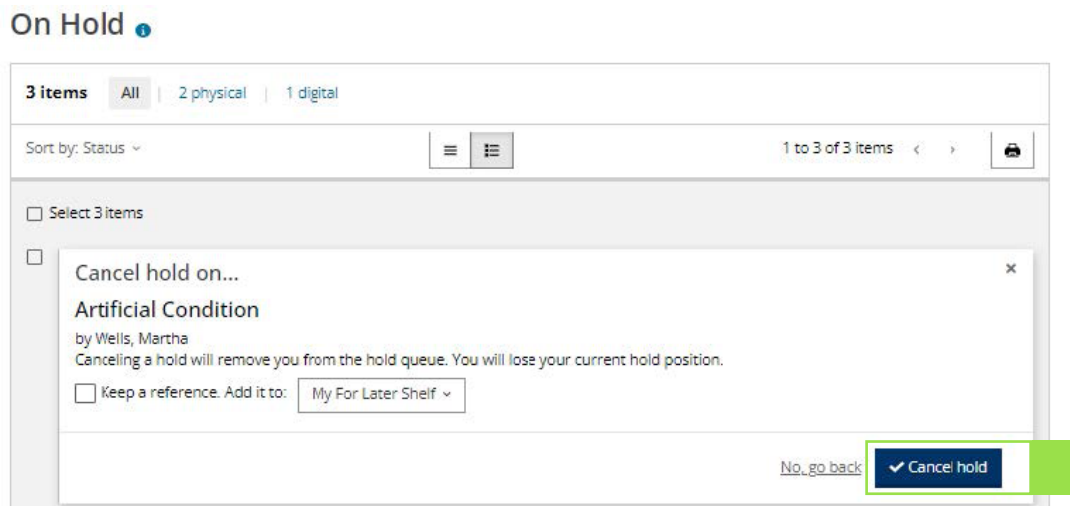
You can cancel and pause your physical and digital holds, and you can also change the pickup location for your physical holds.

Cancel Holds

1. Click the gray **“Cancel Hold”** to the right of the item you want to cancel.



2. Click the dark blue **“Cancel Hold”** button to confirm. The hold is canceled and you are removed from the waitlist.

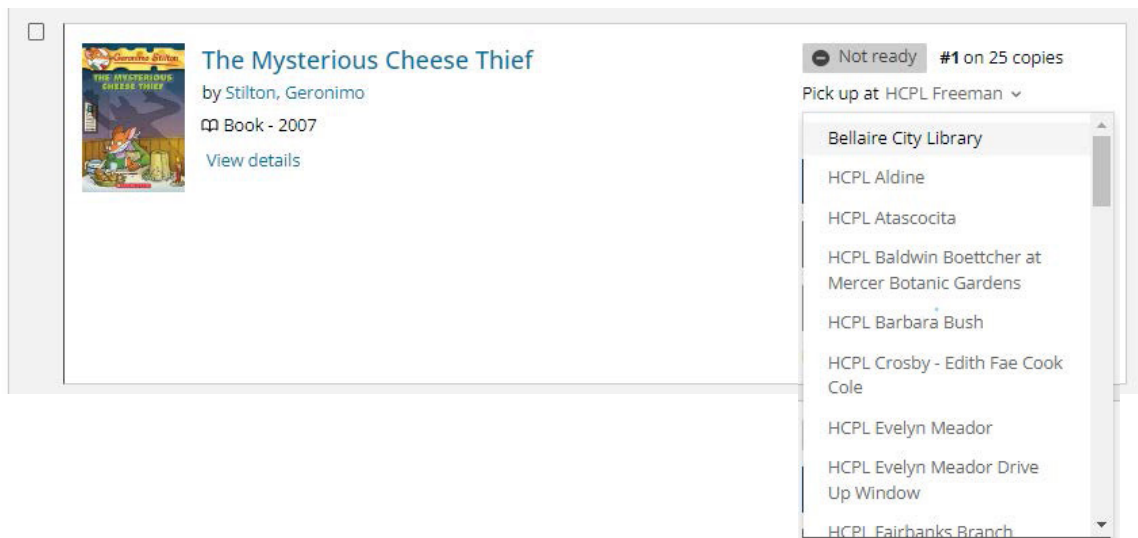


Modify Pickup Location for Physical Holds

1. Click the “Pick up at” dropdown menu to the right of the item. It’s just below the hold status details.



2. Select the new pickup location.



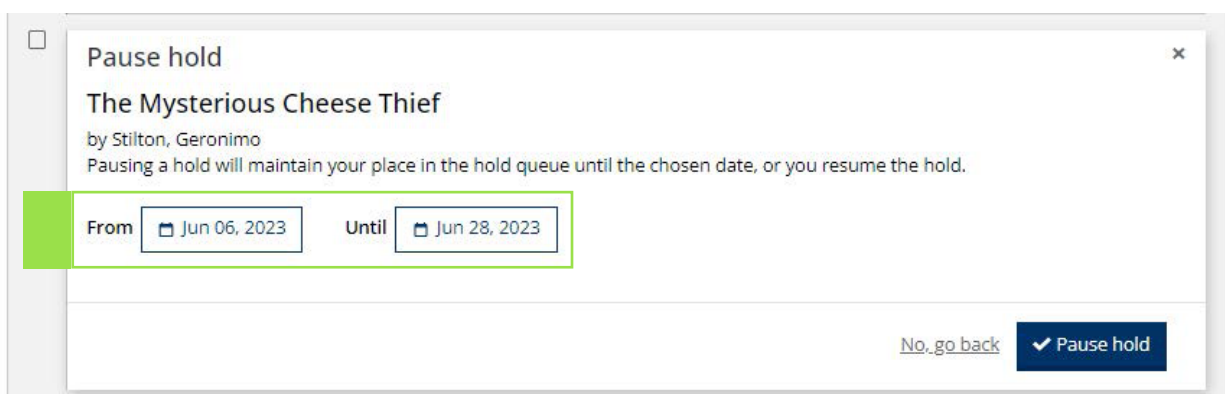
Pause & Resume Holds

You can pause holds that have a Not Ready status. Pausing your holds keeps you in the waitlist for the item, but ensures you will not receive a copy during the pause period that you set.

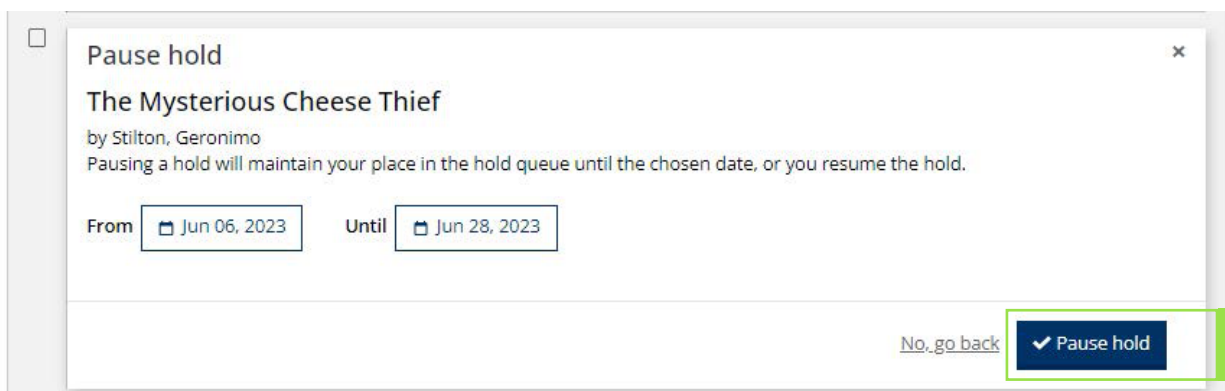
1. Click the dark blue **“Pause Hold”** option to the right of the item.



2. Click the **“From”** and **“Until”** date fields to select the start and end dates for the pause period.



3. Click the dark blue **“Pause Hold”** button to confirm the pause.



Resume Paused Holds

You can resume a paused hold at any time. This will make your hold active again.

1. Click the dark blue **“Pause Hold”** button to confirm the pause.

