



## Placing & Managing Holds

To begin, search for an item in LINKcat, then select the desired item from the results list by clicking on a title to view its record or by checking the box(es) in front of the title(s). Then:

- Click on the **Place a Hold** link
- Log into your account\* (change pickup location from confirmation screen, if needed)
- Click **Submit** to confirm your request
- The selected title will appear on your holds list

### Managing Your Holds List

Log into your account\* to access your holds list. To view your holds, select **Holds** from the **My Summary** tab.

### Status of Holds

- Pending = hold placed, not yet filled
- In Transit = item is on its way
- Waiting = item is available for pick up

### Cancel Holds

Find the item in your holds list. Click on the **Cancel** button on the right, then click OK in the pop-up box.

### Suspend Holds

Going to be unavailable or out of town? Suspend your holds so you don't miss them.

Find the item in your holds list and click the **Suspend** button. Optionally, enter the date upon which you want your hold to resume.

### Resume Holds

Your suspended holds will appear in a separate list below your pending holds. Find the item in your suspended holds list, then click the **Resume** button.

*\*Note: the login is your library barcode number and the password is your PIN*

[www.linkcat.info](http://www.linkcat.info)



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# You Can Renew Most Items!

## At home

Go to [www.linkcat.info](http://www.linkcat.info) and log into your account\* with your **Login** (library card number) and **Password** (PIN).

- From the **Checked Out** tab, find the item(s) you want to renew.
- If a renewal is possible, you will see the word **Renew** in the column next to the due date. Click **Renew**.
- The renewed item will be listed at the bottom of the screen along with the new due date.

You may also renew items by calling Harriet at (608) 242-4700, or by calling your local library.

## At your library

You can ask at the check-out desk or use the library's computers.

You may renew most items up to two times. Sometimes renewals are not possible because someone else is waiting for the item, or because there is a problem with your account. Contact your local library for further information.

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