

SUSPENDING HOLDS

If you don't want to miss out on your holds, because you would be unable to collect them between certain dates, you can suspend your holds.

How:

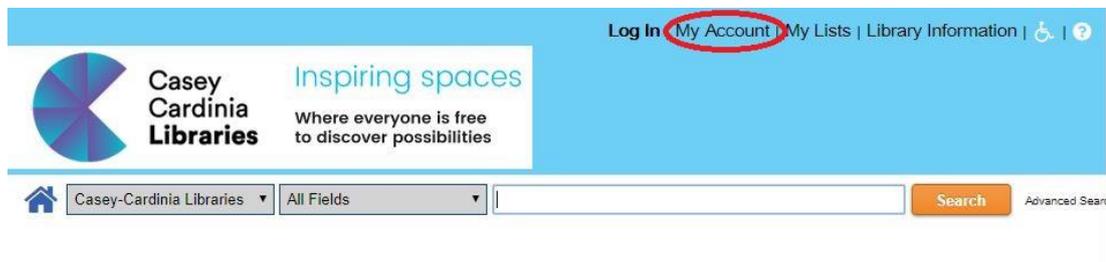
You can suspend your holds on the library catalogue online or through the library app.

LIBRARY CATALOGUE

1. Go to the library catalogue at:

https://cclc.libsvic.ent.sirsiidynix.net.au/client/en_AU/cclc/

2. At the top right of screen, click Login

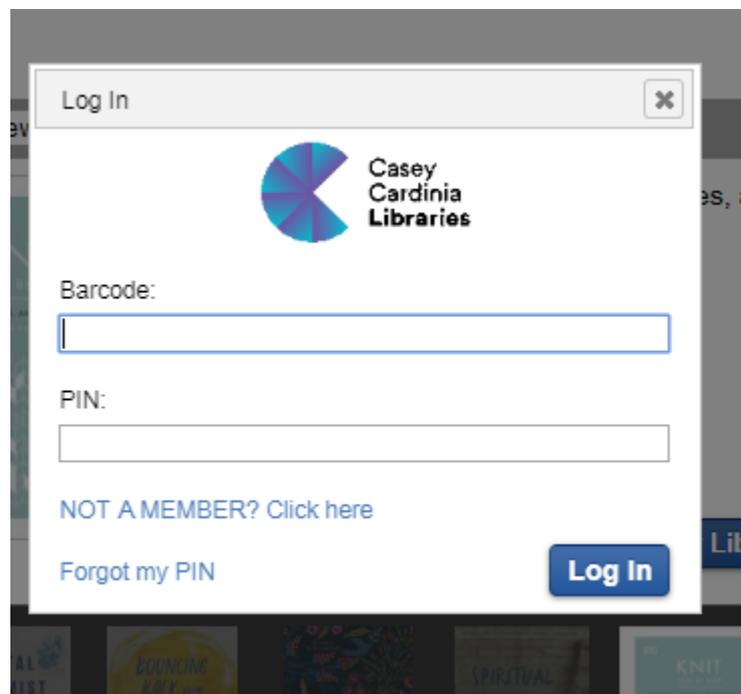


3. A pop up appears.

Next to barcode, enter the barcode number as printed on your library card.

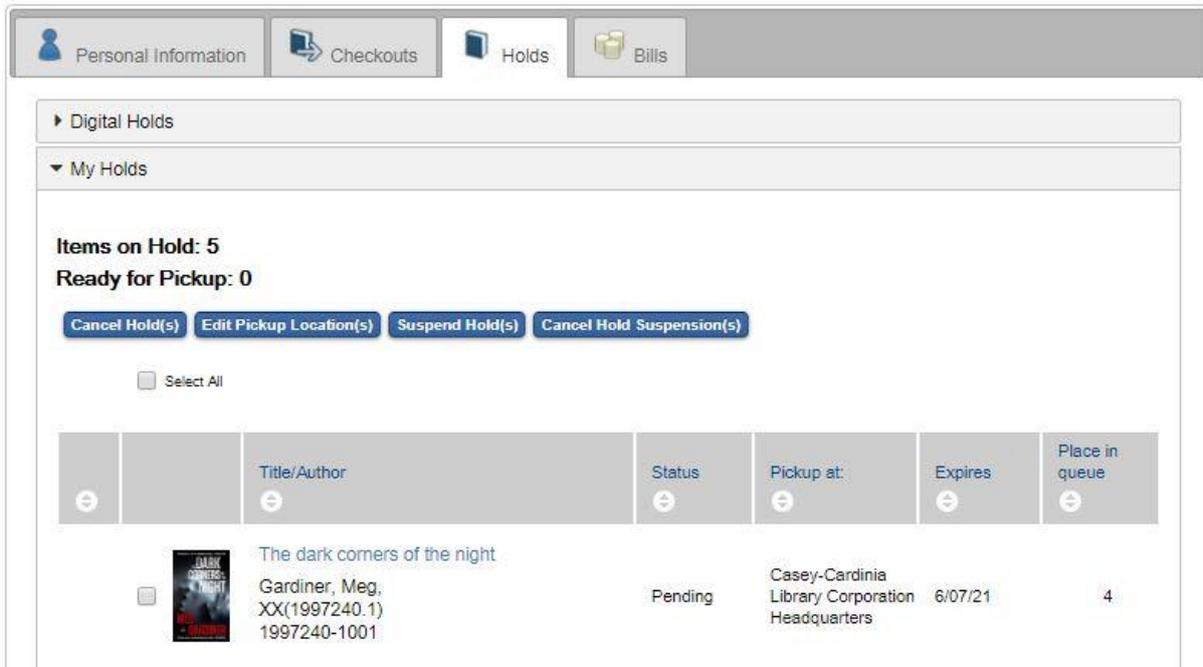
Your PIN is the one you nominated for your card.

Click Log In.

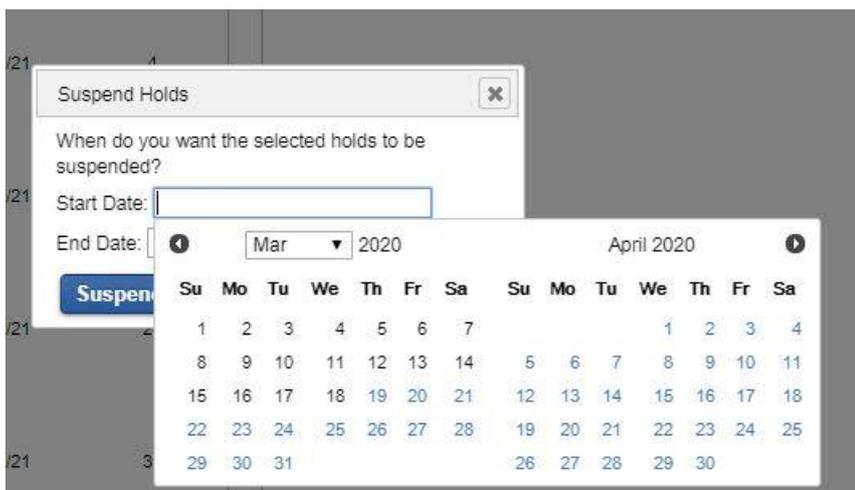


Note: if you can't remember your PIN, click Forgot my PIN or email information@cclc.vic.gov.au.

4. Once you are successfully logged in:
 - a. Click on the Holds tab at top of the My Account screen
 - b. Click in the box next to the hold(s) you want to suspend
 - c. Click Suspend holds



5. Click in the start and end date boxes and use the calendar pop ups to enter the relevant dates.



Then click the Suspend button.

6. Your hold(s) is now suspended and it will be noted as such on your holds list.

Hold(s) successfully suspended.

		Title/Author	Status	Pickup at:	Expires	Place in queue
		 The dark corners of the night Gardiner, Meg, XX(1997240.1) 1997240-1001	Suspended	Casey-Cardinia Library Corporation Headquarters	6/07/21	4

Now your hold remains, but it will NOT arrive for you to collect during the time period you specified in the suspension.

7. If your dates change, you can change your hold suspension as well.

Go back to your holds, tick the box next to the hold(s) you want to change and then click Cancel Hold Suspension.

Personal Information | Checkouts | **Holds** | Bills

▶ Digital Holds

▼ My Holds

Items on Hold: 5
Ready for Pickup: 0

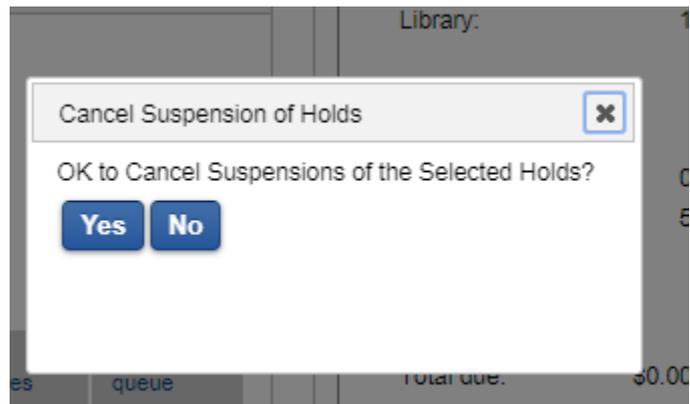
Cancel Hold(s) | Edit Pickup Location(s) | Suspend Hold(s) | Cancel Hold Suspension(s)

Select All

		Title/Author	Status	Pickup at:	Expires	Place in queue
<input type="checkbox"/>		The dark corners of the night Gardiner, Meg, XX(1997240.1) 1997240-1001	Pending	Casey-Cardinia Library Corporation Headquarters	6/07/21	4

8. Click yes to Confirm.

The holds list will confirm that your hold suspension has been successfully cancelled.



If you need to set new hold suspension dates, then just repeat the process above.

Once your hold has been unsuspending, it will be filled according to your position in the queue. If you were at the top you will get the next copy, etc.