



Tuesday's Tip

information provided by Adriaance Memorial Library to make your life a little bit easier

Cancelling Holds in the OPAC

February 21, 2012

I usually do this using Millennium-- How do I cancel a Hold in the OPAC?

First, log into your account, using the patron barcode and PIN.

MID-HUDSON LIBRARY SYSTEM
Serving the communities of Columbia, Dutchess, Greene, Putnam and Ulster counties

Log into My Account Find a Library For Kids HomeAccess New Features Help Center Advanced Search New Search

You are logged in as Card, PPLD Database

Card, PPLD Database
000-000-0000
Card Expires: 11-02-2015

- Modify Personal Information
- Modify PIN
- Preferred Searches
- Reading History
- My Ratings
- My Lists

Sort by Request Cancel All Update List

6 HOLDS						
CANCEL	TITLE	Ratings	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FREEZE
<input type="checkbox"/>	Midnight in Paris [videorecording] / Sony Pictures Classics presents a Mediapro, Versátil Cinema & Gr	☆☆☆☆☆		Adriaance	01-04-14	<input type="checkbox"/>
<input type="checkbox"/>	Cowboys & aliens [videorecording] / Universal Pictures/Dreamworks Pictures/Reliance Entertainment pre	☆☆☆☆☆		Adriaance	01-04-14	<input type="checkbox"/>
<input type="checkbox"/>	Kill Alex Cross / James Patterson.	☆☆☆☆☆		Adriaance	01-04-14	<input type="checkbox"/>
<input type="checkbox"/>	11/22/63 / Stephen King.	☆☆☆☆☆		Adriaance	01-04-14	<input type="checkbox"/>
<input type="checkbox"/>	The sense of an ending / Julian Barnes.	☆☆☆☆☆		Adriaance	01-04-14	<input type="checkbox"/>
<input type="checkbox"/>	The Hunger Games / by Suzanne Collins.	☆☆☆☆☆		Adriaance	01-04-14	<input type="checkbox"/>

Sort by Request Cancel All Update List

You should see all the items you have on hold at the bottom of the page.

You are logged in as Card, PPLD Database

Card, PPLD Database
000-000-0000
Card Expires: 11-02-2015

-  [Modify Personal Information](#)
-  [Modify PIN](#)
-  [Preferred Searches](#)
-  [Reading History](#)
-  [My Ratings](#)
-  [My Lists](#)

Check the box to the left of each hold you would like to cancel.

Sort by Request Cancel All Update List

CANCEL	TITLE
<input checked="" type="checkbox"/>	Midnight in Paris [videorecording] / Sony Pictures Classics presents a Mediapro,
<input checked="" type="checkbox"/>	Cowboys & aliens [videorecording] / Universal Pictures/Dreamworks Pictures/Rel
<input checked="" type="checkbox"/>	Kill Alex Cross / James Patterson.
<input type="checkbox"/>	11/22/63 / Stephen King.
<input type="checkbox"/>	The sense of an ending / Julian Barnes.
<input type="checkbox"/>	The Hunger Games / by Suzanne Collins.

Sort by Request Cancel All Update List

Click "Update List" at the bottom

***NOTE:** Pressing "Cancel All" deletes the entire holds list. Don't worry though, you have the chance to press the "No" button on the next screen if you make that mistake.

Log Out Return To Your R

You are logged in as Card, PPLD Database

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

Yes No

6 HOLDS					
TITLE	Ratings	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FREEZE
Midnight in Paris [videorecording] / Sony Pictures Classics presents a Mediapro, Versátil Cinema & Gr	☆☆☆☆	Adriance		01-04-14	
Cowboys & aliens [videorecording] / Universal Pictures/Dreamworks Pictures/Reliance Entertainment pre	☆☆☆☆	Adriance		01-04-14	
Kill Alex Cross / James Patterson.	☆☆☆☆	Adriance		01-04-14	

Yes No

On the next screen, select the "Yes" button to confirm that the holds chosen are those you wish to delete.