MANAGE YOUR HOLDS
Too much to read in too little time? No longer want an item you requested?

You can delay when you receive an item, without losing your place in line, by suspending a hold. If you no longer want an item you requested, you can cancel it. To begin, login to your account on your phone or computer with your library card barcode and PIN (typically, the last 4 digits of your phone number). Then, follow the steps below to suspend/reactive or cancel a hold request.

SUSPEND/REACTIVATE HOLDS:

- Tap Held Items
- Tap Suspend then, Yes
- Choose the date you want your hold to be reactivated.
- To reactivate a suspended hold, tap Resume

CANCEL HOLDS:

- Tap Held Items
- Scroll to find the request(s) you want to cancel
- Tap Cancel then, Yes

In the Pierce County Library app:

- Select Requests in the menu on the left
- Check the box next to the request(s) you want to suspend/reactivate.
- Click Suspend/Reactivate Selected at the bottom of the page.
- Enter the new activation date in the box at the top of the page.

On the Pierce County Library website:

- Select Requests in the menu on the left
- Check the box next to the request(s) you want to cancel
- Click Cancel Selected at the bottom of the page.
- Click Submit to cancel the request(s)

Need help with your account? Call 253-548-3300 or email webref@piercecountylibrary.org.