



### **Placing a Hold** [www.homewoodlibrary.org](http://www.homewoodlibrary.org)

- Enter your keyword(s) in the Search box in the upper right-hand corner.
- Search only Homewood or choose "All Swan" in the dropdown.
- Click "Go."
- If the item you want is on shelf at Homewood, call us at 708-798-0121 X216 to set it aside for you.
- If the item is not available at Homewood, click on the "Request" button.
- Fill in your name, barcode, and PIN (if you have forgotten your PIN, call 708-798-0121 X229).
- Click "Submit."

### **Canceling a Hold** [www.homewoodlibrary.org](http://www.homewoodlibrary.org)

- Click on "My Library Account," located in the upper right-hand corner of the screen.
- Fill in your name, barcode, and PIN (if you have forgotten your PIN, call 708-798-0121 X229).
- Click "Submit."
- Click on "# requests (holds)"—the top line in the upper left box.
- You have the option to choose "Cancel All" or "Cancel Selected."
- To "Cancel All" just click on the "Cancel All" button.
- To "Cancel Selected" choose hold(s) to be canceled by clicking in the box before the listed title; then click the "Cancel Selected" button.

Still confused? Have questions?

Give us a call at 708-798-0121 X216.

