

# Freeze Your Requests

---<http://midhudson.org/libraries>---

Getting too much at once?  
Going away and don't want to miss out?  
***Put your requests on ice until YOU are ready!***

## Here's how...

### To "Freeze" a hold:

*Please note: Items that are currently available, already on their way to you or awaiting pick-up, cannot be frozen.*

- [1] From your library's web page, click on the link to the Library Catalog
- [2] Click on "My Account" and log in
- [3] Under the "Freeze" column use the checkbox to the right of the item(s) you want to freeze
- [4] Click "Update List"
- [5] You will be asked to confirm the freeze. Frozen items will display as grayed out.

**You will stay in the queue until you unfreeze!**

### To "Unfreeze" a hold:

- [1] Uncheck the checkbox next to the item you wish to unfreeze and click "Update List"
- [2] You will be asked to confirm the "unfreeze". Once you do that, your unfrozen items will return to their normal display.



**MID-HUDSON LIBRARY SYSTEM**

Serving Columbia, Dutchess, Greene, Putnam & Ulster Counties

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## Make your life easier....

Check out everything you can you do with your online Library Account:

- See what you currently have checked out
- Check due dates
- Renew items
- Pay fines online
- See your Reading History
- Save your Favorite Searches
- Change your email address or phone number

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