

[Requests and Holds](#)

Requesting and Holding Library Items

It's a top priority of ours: a Library collection that meets our community's demand for great books, music, movies, and more. If what you're looking for isn't available at the moment, we'll do our best to help you explore other options.

[? Placing Hold Requests](#)

If an item in the Library's collection is checked out, it's easy to request that we hold it for you upon its return. Just place a hold through the library's catalog, wait for the notification that it's ready for you, then pick it up at the location you've designated. Requested items may be picked up at the Library location of your choice, including the Bookmobile and Outreach Van.

To place a hold on a Library item:

- Log in to [My Account](#)
- Locate the item you'd like in the [Library Catalog](#)
- To the right of the item's name, choose "Place Hold"
- From the "Pickup Library" drop-down menu on the Place a Request page, choose where you would like to pick up your Hold
- The default Activation Date for your Hold Request is today; if you would like to set a different Activation Date, enter it in the Activation Date field
- Choose "Submit Request"

If others have already placed a Hold on the item, your Hold Request will fall into a waitlist. You can view your holds status in "My Account."

Depending on the particular eLibrary platform, digital materials (eBooks, streaming media, etc.) may not be immediately accessible as well. Some eLibrary platforms allow you to place a hold on these items; please see their help pages or contact the Library for assistance.

Is someone else picking up your Hold items? See "Checking Out for Someone Else" on our [Borrowing and Fees page](#).

[? Suspending and Cancelling Hold Requests](#)

You can cancel Hold Requests at any time, or suspend them, reactivating them when you're ready.

To suspend or cancel hold requests on Library items:

- Log in to [My Account](#)
- Select "My Hold Requests" in the left-hand navigation block
- Check the boxes next to Hold Requests you'd like to suspend
- Choose "Suspend/Reactivate Selected" or "Cancel Selected" below the list of your Hold Requests
- Enter a reactivate date and choose "Submit"

[? Borrowing From Other Libraries](#)

If you don't find what you're looking for in our collection, we recommend visiting [Indiana University Libraries](#). All residents of Indiana are entitled to a [free Library Card](#) for use at IU Libraries—that's almost 8 million books at the Bloomington campus alone! You can search [IUCAT](#) to see what's in their collection, and see their [borrowing policies](#) for more information.

Outside of IU Libraries, Interlibrary Loan enables regional libraries to lend to one another. You may fill out an [interlibrary loan request](#) through the Library. Please note that our ability to borrow through Interlibrary Loan is limited.

[? Suggesting a Purchase](#)

We're always looking for recommendations for our collection! You can request that the Library purchase specific items by completing a [Suggestion for Purchase](#) form.

See related information on our [Borrowing and Fees](#) page.

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