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[www.oak-brook.org/library](http://www.oak-brook.org/library)

## Place or Cancel a Hold

### To Place a Hold

This service is only available to OBPL cardholders. Others please request holds through your home library.

- Connect to Oak Brook Library catalog
- Find the desired item by searching for title, author, or subject
- From list of items, click "Hold" button next to title. Or, from Item Details, click "Place Hold"
- Click in the box after "Library Card #"
- Type in your full 14-digit library card number
- Click in the box after "PIN"
- Type in the last 4 digits of your library card number (this is your default PIN)
- Click "Hold"
- If you get the message "This title should be available. Please check the shelves," you will not be able to place a hold online. Come to the Library to pick up the item or call (630) 368-7700, option 3 to verify availability.
- Click "Logout"

### To Cancel, Delay, or Check Status of Holds

- Connect to Oak Brook Library catalog;
- Find " My Account"
- Click on "Review My Account"
- Click in the box after "Library Card#"
- Type in your full 14-digit library card number
- Click in the box after "PIN"
- Type in the last 4 digits of your library card (this is your default PIN)
- Click on "Display User Information"
- Click "Holds"
- Click the checkbox next to the title you wish to cancel or suspend. If you are suspending a hold (letting the system know you will be unavailable for a certain time period) you must pick a length of time. Once you have made your choices click either "Cancel selected holds" or "Suspend Selected"
- A confirmation message will appear. Click "OK"
- Click "Logout"