<u>Thawing and Freezing Holds in Aspen</u>

Navigate to the Aspen catalog, available on the library website: https://catalog.sbplibrary.org/

If you are not already logged into Aspen, you will be prompted to enter your library card number and PIN in a pop up window. Remember, your PIN is typically the last 4 digits of your phone number.

Click on the white box to view your holds.
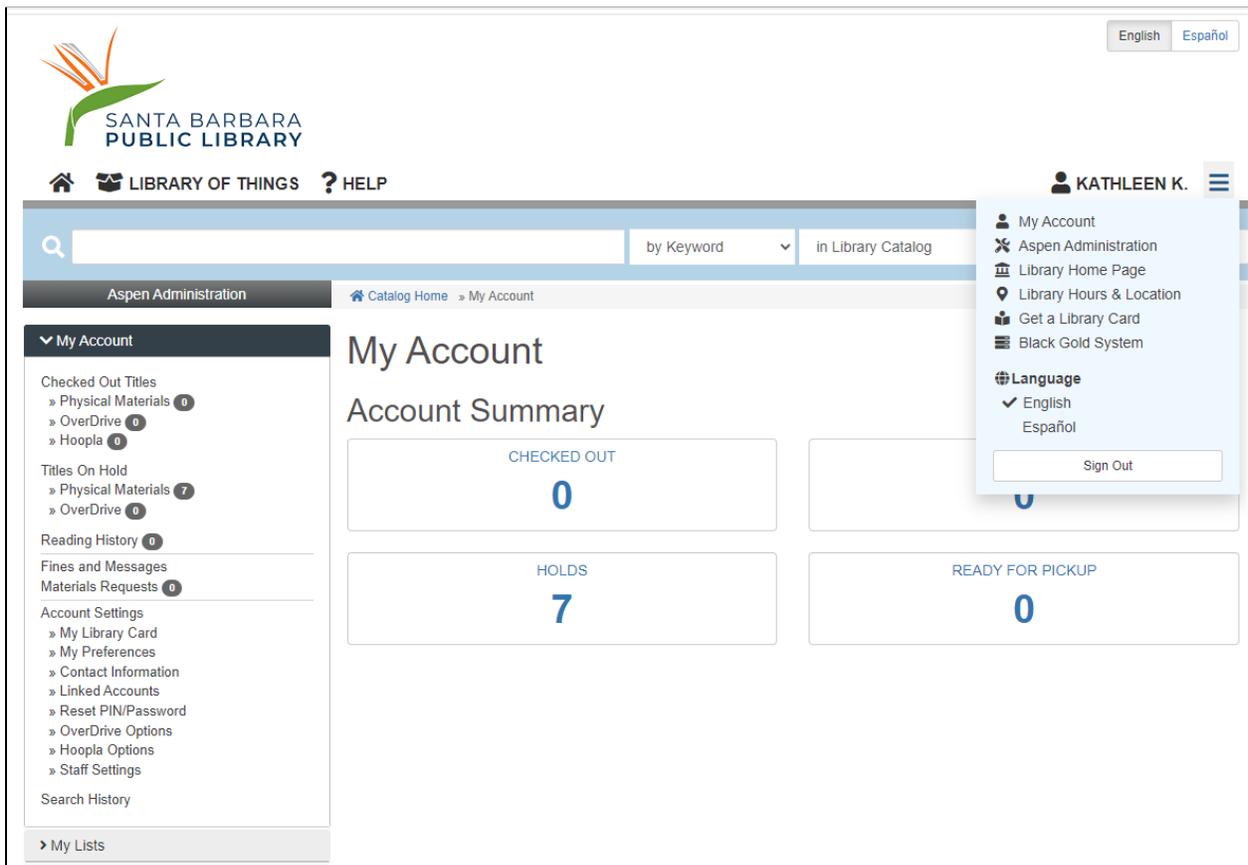
You have several options to modify your holds in Aspen:

Cancel hold will cancel your hold. You should only use this option if you no longer wish to request an item.

Change pickup location allows you to change your pickup location to a different SBPL branch.

Thawing your hold means that your inactive hold will become active again. You should use this option when you are ready for your hold.

Pending Holds

These titles are currently checked out to other patrons. We will notify you when a title is available.

Sort by [Position ▾]   Hide Covers ☐

☐   1) **Adventures of a Hollywood secretary : her private letters from inside the studios of the 1920s**

Author   Belletti, Valeria, 1898-1959.
Format   Book
Pickup Location   Central Library
Status   `Inactive`

Cancel Hold

Thaw Hold

Change Pickup Loc.

While You Wait

Click Thaw hold and a pop up window will appear, alerting you that your hold is now thawed or active.

Success   ✕

The hold has been thawed.

Close

Freezing your hold will make your hold inactive, but you will still keep your place in the hold queue. Freezing your hold is a great option to use when you are going on vacation or are not ready for your hold yet.

Click on the free hold button and then a pop up window will appear alerting you that your hold is now frozen or inactive.

Questions? Please contact us for help.