

The Libby Shelf


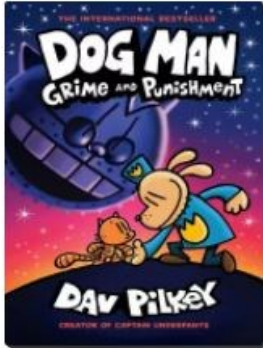
Manage your Holds


1. To view your holds, click on the [books logo](#) at the bottom (it will highlight in green). This will take you to your “Shelf.” From there, you can select the “holds” tab in the top left.






Shelf

loans 2 **holds 1** tags 2

RECENT LOANS

Dav Pilkey Dog Man		Open In Libby	Dav Pilkey Grime and Punishment		Open In Libby
		Manage Loan			Manage Loan
		Due In 21 Days			Due In 21 Days
		Borrowed Today			Borrowed Today



2. The holds tab displays any items on all library cards. For each title, you can see the “current wait time”, “Manage Hold,” “Read Sample,” and when the hold was placed.

< Shelf

Your holds

books 2 new ↓↑ by title ↓↑ by author ↓↑

Title	Author	Current Wait Time	Manage Hold	Read Sample	Hold Placed
For Whom the Ball Rolls	Dav Pilkey	Available Soon	Manage Hold	Read Sample	Placed Today
Mothering Heights	Dav Pilkey	~26 Weeks	Manage Hold	Read Sample	Placed Today

3. Clicking the calendar, will give more information including your exact place in the waitlist, how many copies Nebraska Overdrive Libraries has, how many people have the item on hold, and how many people are waiting per copy.



Mothering Heights

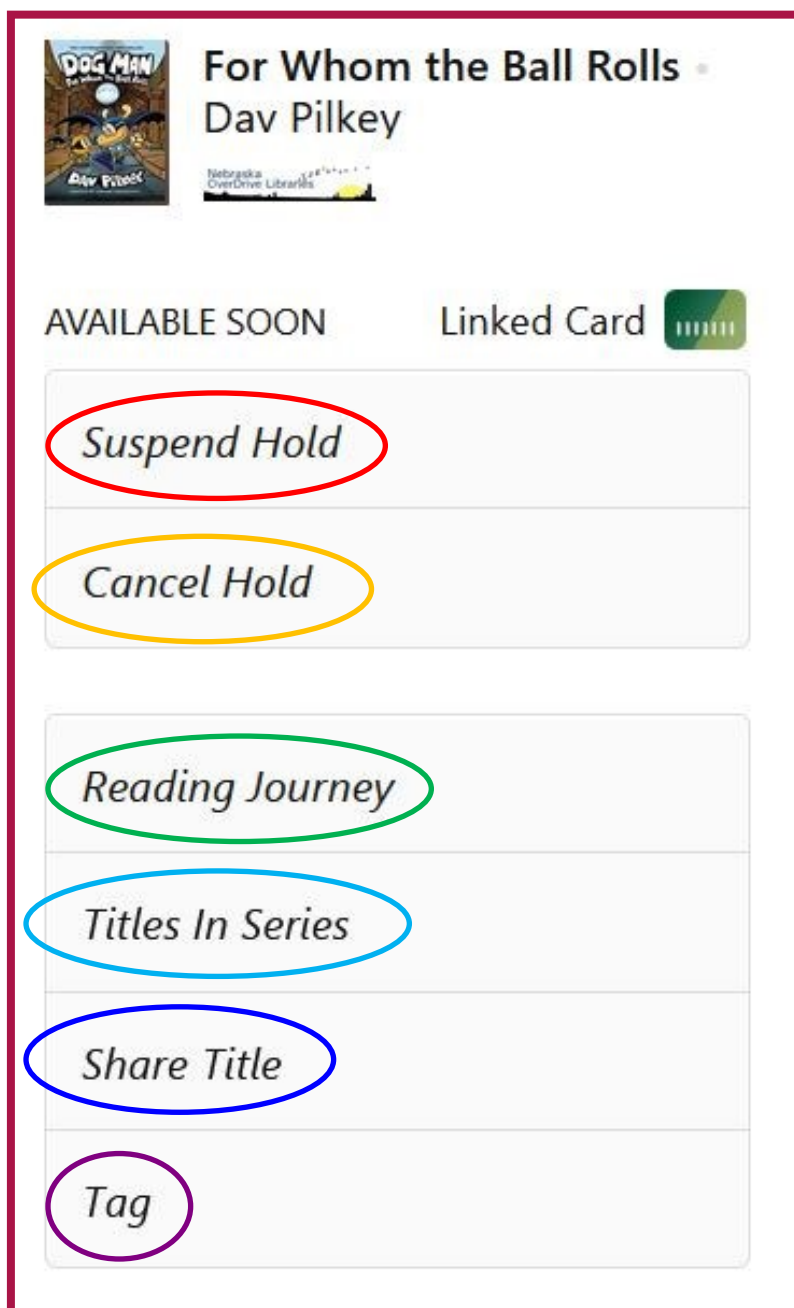
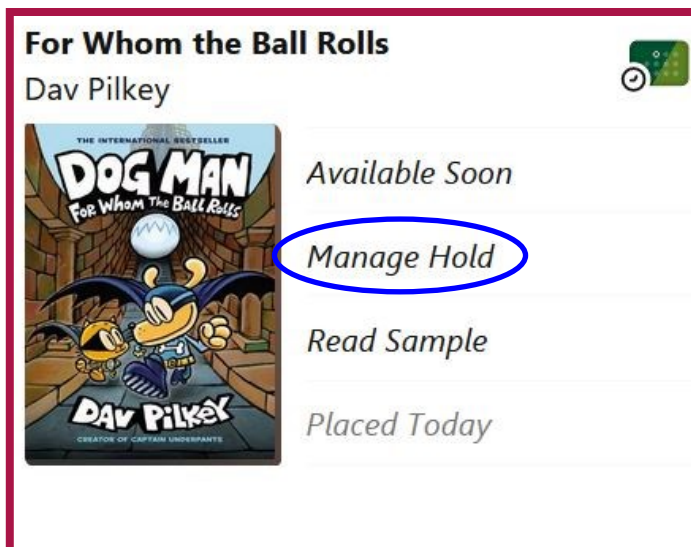
Dav Pilkey

Nebraska OverDrive Libranks

About 26 weeks wait at Nebraska OverDrive Libr...

You are 14th in line. 2 copies in use. 13 people waiting in total. 7 people waiting per copy.

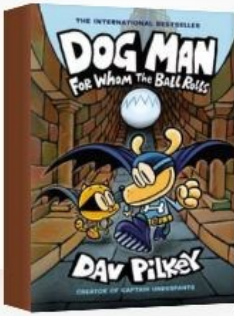
4. To edit your hold, click “[Manage Hold](#),” next to the cover of the title you wish to edit.



5. A new window will open with the options to “[Suspend Hold](#),” “[Cancel Hold](#),” view your “[Reading journey](#)” (how much of the title you previously read), view other “[Titles in Series](#),” “[Share Title](#),” or give the item a “[Tag](#).”

6. You can still see the wait time of the item and which card the hold is under.

You are canceling your hold on
For Whom the Ball Rolls.



Linked Card

LOANS	HOLDS
1 of 6	1 of 3



Cancel Hold!

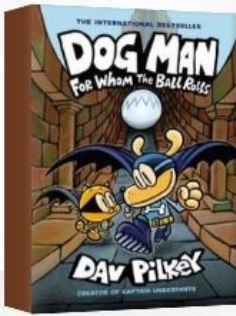
7. To remove a hold, select the “Cancel Hold” option. A new window will open that prominently shows the “Cancel Hold!” button. Select that button to remove the hold.

8. Once you select “Cancel Hold”, you will get a confirmation page that the hold has been removed and will give you option to “Go To Shelf.”

You have canceled your hold on
For Whom the Ball Rolls.
You will no longer be notified
when it is available.

Go To Shelf

You are updating your hold on
For Whom the Ball Rolls.



Suspend for 7 days



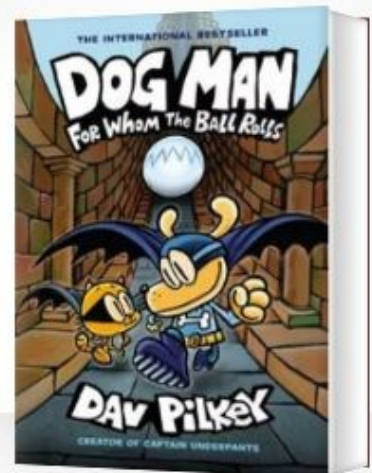
Your hold will keep moving to
the front of the line, even while
suspended.

Update Hold!

10. Once you select “Update Hold”, you will get a confirmation page that the hold has been suspended for the set number of days, and will give you option to “Go To Shelf” or “Change the hold Suspension.”

9. To suspend a hold, or the amount of time you are skipped in the waiting list, select the “Suspend Hold” option. A new window will open that prominently shows the “Update Hold!” button. You can select the number of days that you want to suspend the hold. Select the button “Update Hold!” to suspend the item.

Your hold on
For Whom the Ball Rolls
is suspended for 7 days.



Go To Shelf

Change Hold Suspension