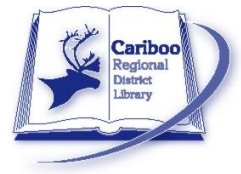


# Cancelling a Hold



1. Go to CRDL website ([www. http://www.cln.bc.ca/](http://www.cln.bc.ca/))

2. Click on My Account located at the top right hand corner of the webpage



3. You will be prompted to log in. Enter your Username first. Your username is your library card barcode no number – no spaces. If this is your first time logging in your password should be the last 4 digits of your phone number. There is an extra step the first time you login to protect the integrity of your account. You will be required to change your password (it must be at least 7 characters with at least one number and one letter).

Enter your username or library barcode	23923...
Password	....
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	

4. Click on Item on Hold



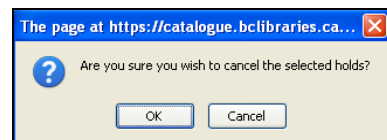
Account Summary	Items Checked Out	Items on Hold	Fines
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5. In the drop down menu Actions for selected holds you can Suspend, Activate, Set Active Date or Cancel your hold. To cancel a hold, select the item you would like to cancel, and select Cancel from the Actions for selected Holds dropdown menu.

Title	Author	Formats	Pickup Location	Status	Active	Activate on...			
Don't blink : a novel	Patterson, James		100 Mile House Branch	Waiting for copy	Yes				
The fearsome particles COL 33923003982448	Cole, Trevor		McLeese Lake Branch	Waiting for copy	Yes		8/25/11	<input checked="" type="checkbox"/>	Edit

- Actions for selected holds -  
 - Actions for selected holds -  
 Suspend  
 Activate  
 Set Active Date  
Cancel

6. Click OK if you wish to cancel the hold.



Questions? Contact your local [Area Branch](#).