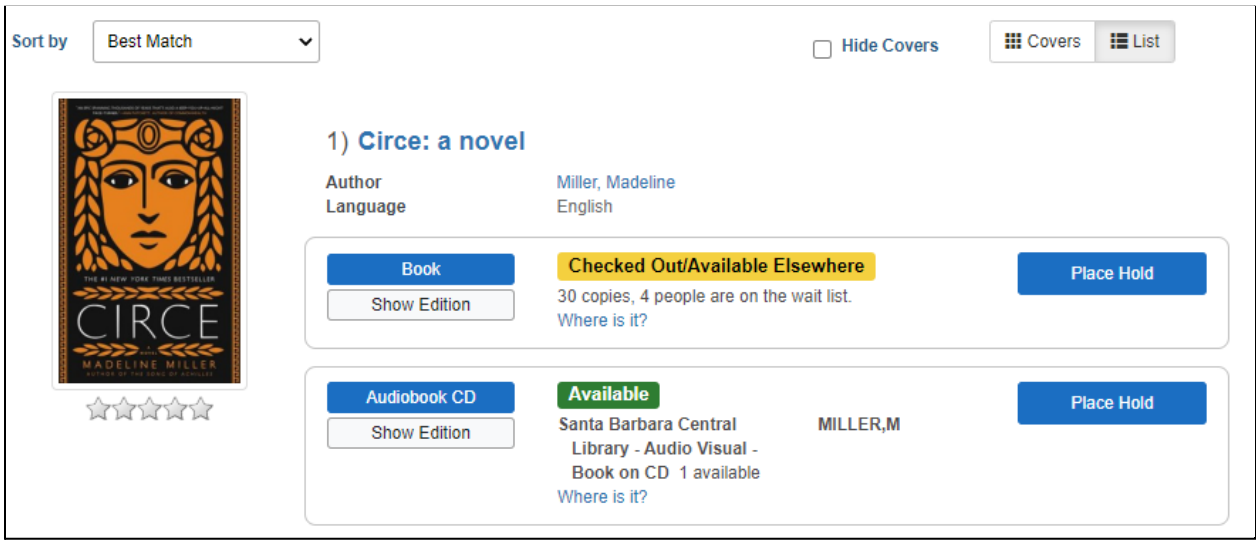
How to Place Holds in Aspen

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

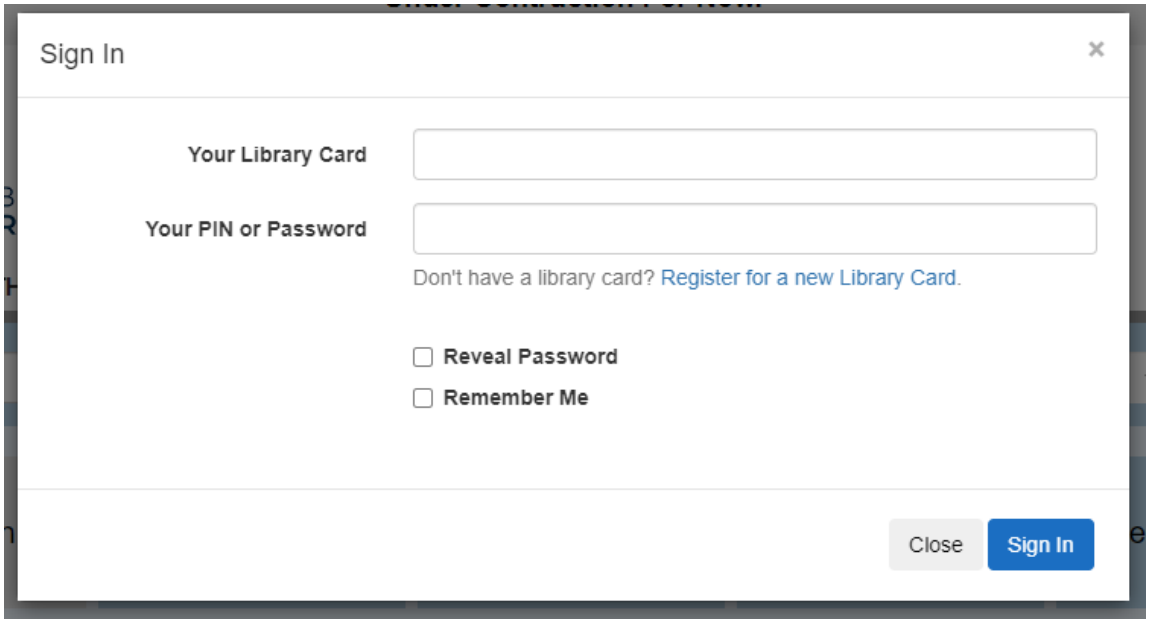
Locate the item you want, and then click on the blue *Place Hold* button.

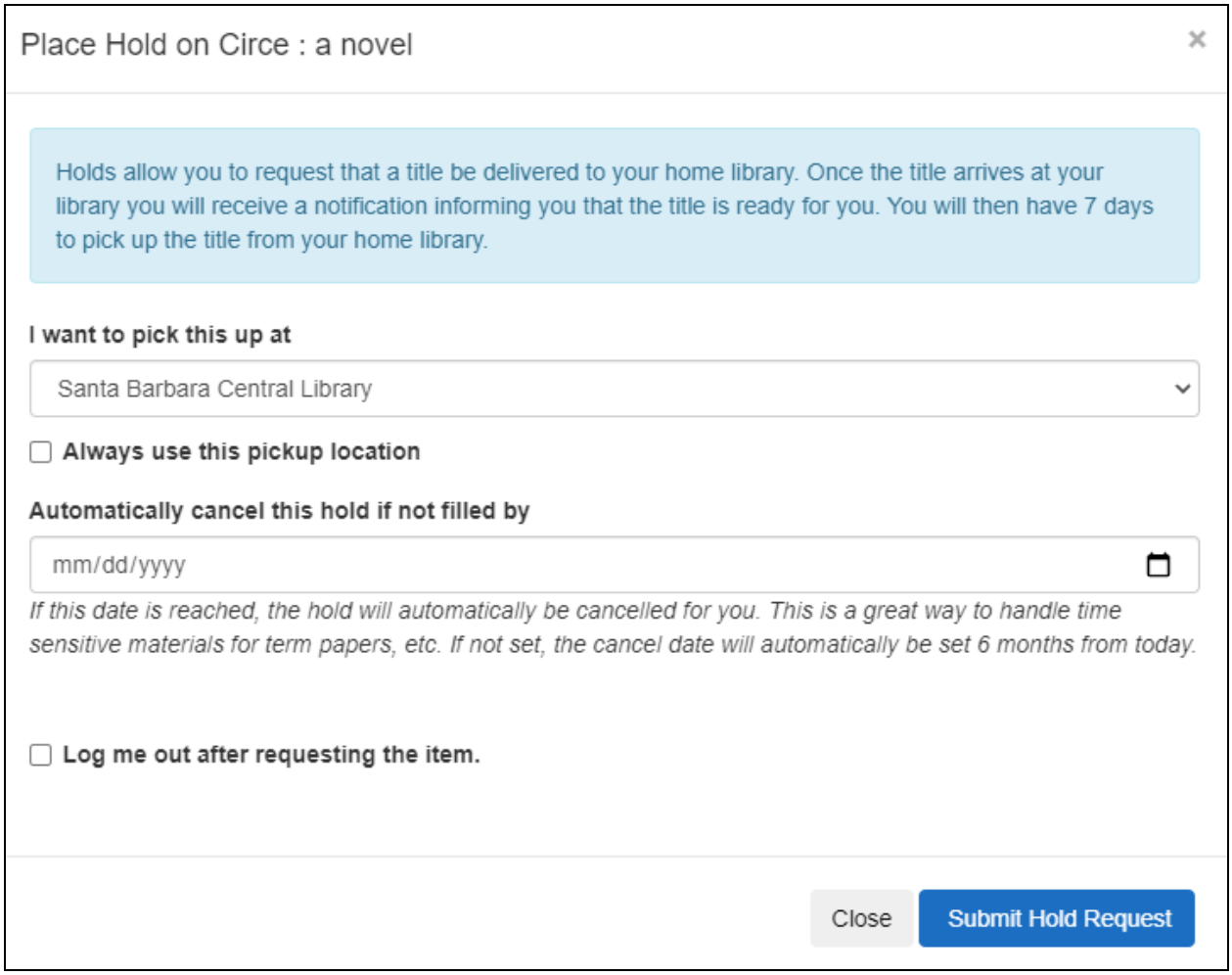


If you are not already logged into Aspen, you will be prompted to enter your library card number and PIN in a pop up window. Remember, your PIN is typically the last 4 digits of your phone number.

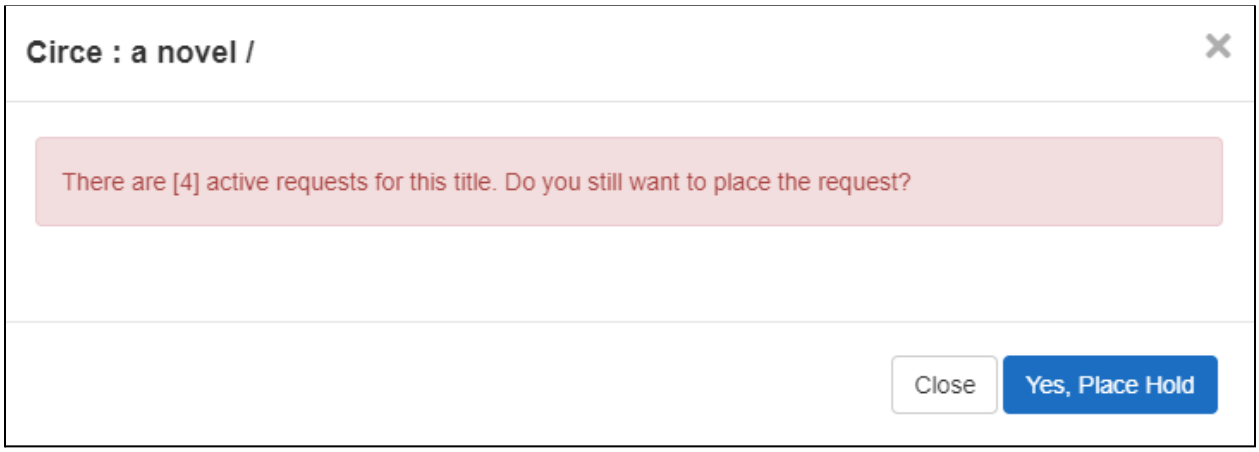
Confirm that the location where you want to pick up the hold is correct. If you like, you can check the box to default to your preferred pick up location.

Click the blue *Submit Hold Request* button.

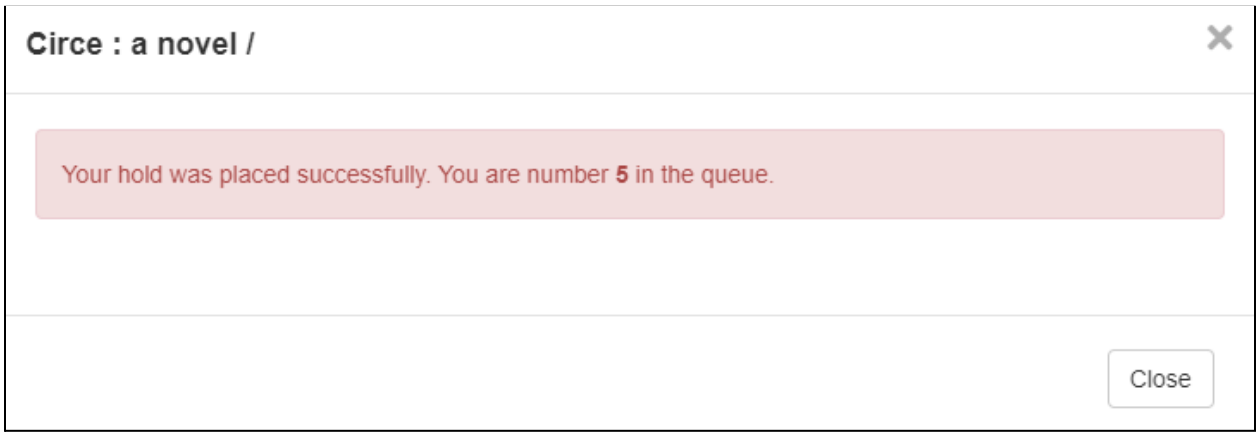



Place Hold on Circe : a novel
Holds allow you to request that a title be delivered to your home library. Once the title arrives at your library you will receive a notification informing you that the title is ready for you. You will then have 7 days to pick up the title from your home library.
I want to pick this up at
Santa Barbara Central Library
Always use this pickup location
Automatically cancel this hold if not filled by
mm/dd/yyyy
If this date is reached, the hold will automatically be cancelled for you. This is a great way to handle time sensitive materials for term papers, etc. If not set, the cancel date will automatically be set 6 months from today.
Log me out after requesting the item.
Close
Submit Hold Request

Aspen will display an alert for how many holds are ahead of you. Make sure to select the blue *Yes, Place Hold* button.



Select the white *Close* button to close the pop-up window.



When your hold is ready to pick up, you will receive an email notification.