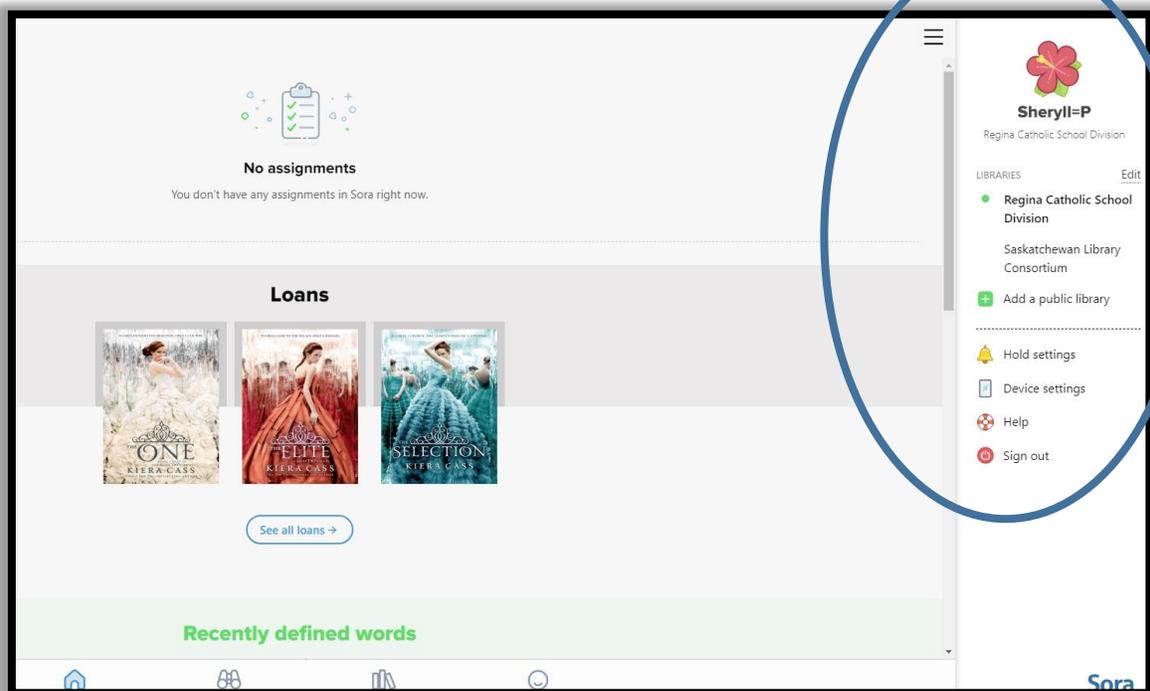


Menu Options, Libraries, Hold Settings

Menu

When clicked, the  icon that appears in the upper right hand corner of every page in Sora opens to a sidebar menu with the following options:

- Add a public library
- Change your hold and device settings
- Access to Sora's help page
- Sign-out



Hold Settings: Turn off Automatic Holds

If you don't want holds borrowed for you when they're ready, you can turn off automatic borrowing.

Note: If you turn off automatic borrowing, you'll need to check **Shelf > Holds** to see when books are ready to borrow.

To turn off automatic borrowing for all your holds:

Tap menu icon  .

Tap **Hold settings**.

Uncheck 'Borrow Holds Automatically.'

Tap 'Update all holds.'

To turn off automatic borrowing for just one hold:

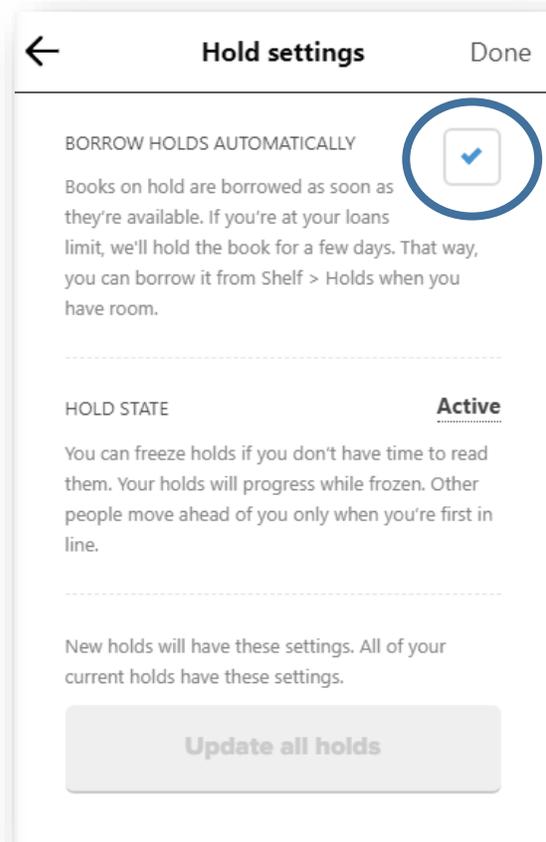
Go to **Shelf > Holds**.

Tap **Options**.

Tap **Edit hold**.

Uncheck 'Borrow Hold Automatically.'

Tap 'Save Changes.'



Hold Settings: Freeze a Hold

You can freeze a hold if you don't have time to read the book right away. You will keep moving up the wait list while it's frozen. If you reach #1 on the wait list, you will be first in line to get the book once it's unfrozen.

To freeze all your holds:

Tap menu icon  .

Tap **Hold settings**.

Tap **Active** next to 'Hold State.'

Choose how long you want to freeze your holds, then tap **'Update all holds.'**

To freeze just one hold:

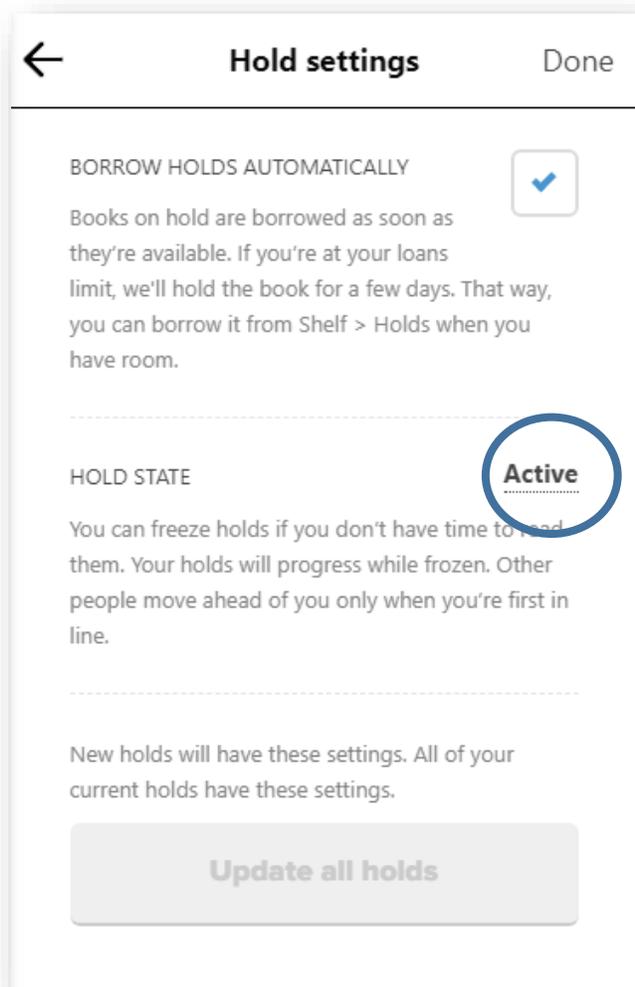
Go to **Shelf > Holds**.

Tap **Options**.

Tap **Edit hold**.

Tap **Active** next to 'Hold State.'

Choose how long you want to freeze the hold, then tap **'Save Changes.'**



How to Add a Library

You can use Sora to browse your library and borrow books with your library card.

Note: Only juvenile and young adult library books are available in Sora.

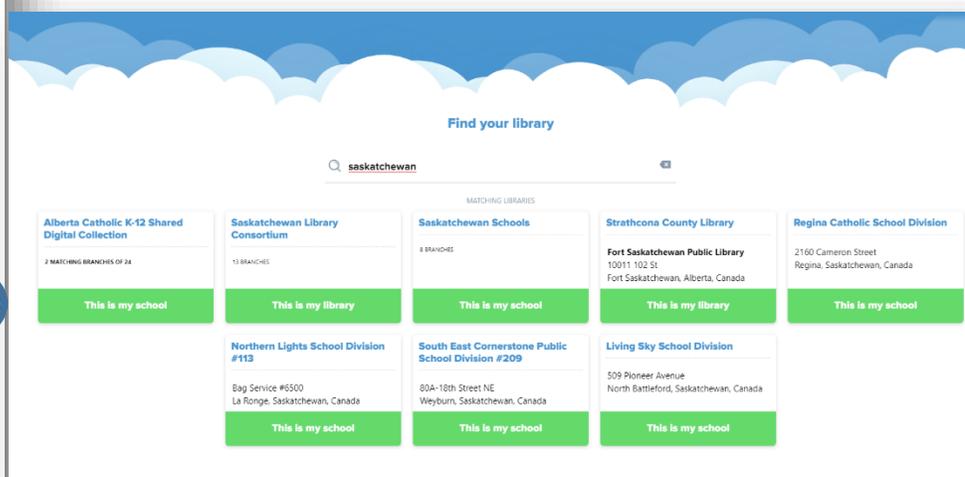
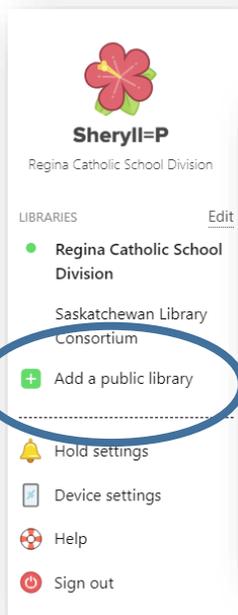
To add your library:

Tap menu icon .

Tap 'Add a public library.'

Use the search box to find your library, then tap 'This is my library.'
The library will open in the Explore tab.

To switch between libraries, tap a library from the menu or from the drop-down at the top of the Explore tab.



How to Delete a Library

If you added a library and want to delete it from Sora:

Tap menu icon  .

Tap Edit next to 'Libraries.'

Tap **delete icon** next to the library.

Tap **Delete library**. You can't browse or borrow from a deleted library. If you want to use the library later, you will need to add it again.

