How do I change the pickup location of my held items to another library?

If the status of your hold is Active, Pending or Held (see [add link to other document about How do I know if my items are...]), you can change the pickup location or your items by either contacting the library or logging into your account on our website. See below for step by step directions on how to do this yourself.

Visit our webpage at: https://www.piercecountylibrary.org/
Locate the “My account” button on the right corner of the page. It is circled in red in the picture below.

Your screen should look like this:
Log into your account using your library barcode number, or your username if you have set one up, and your PIN number, usually the last four digits of your phone number.

From the My Account drop down menu or from the side bar menu, click on Requests (we use the words Holds and Requests interchangeably).

On the Requests screen click the box next to the item you want to pick up at a different location. In this case the item listed below is being held right now at the DuPont Library.

If there are multiple items you would like to change the pickup location on make sure to check the box next to those as well and then click the green Change Pickup Location button.
From the New Pickup Location drop down menu select the library location you wish to change your pickups to and click the blue Submit button.
You should next see this confirmation page.

After clicking OK on the confirmation page you will see that your held item(s) are now showing that they are rerouting from the original pickup location to the new pickup location.