

## Deleting a Hold Request

If a borrower no longer needs a requested item, you can delete the hold request from Checkout. You can also delete a hold request using the Request Pull List. If your system administrator has set it up, Horizon can generate a notice to notify the borrower when a request is deleted.

This section explains these topics:

- Deleting a Hold Request from Checkout
- Deleting a Hold Request Using the Pull List

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### Deleting a Hold Request from Checkout

You can delete a borrower's hold request using the Checkout process.

#### To delete a hold request from Checkout

- 1 In the Checkout window, identify the borrower.
- 2 Choose **Borrower, Requests**.  
Horizon displays the Borrower Request List window.
- 3 Highlight the request to delete.
- 4 Click **Delete**.  
Horizon asks you to verify that you want to delete the request.
- 5 Click **OK** to delete the request and remove the item from the list; otherwise, click **Cancel**.