

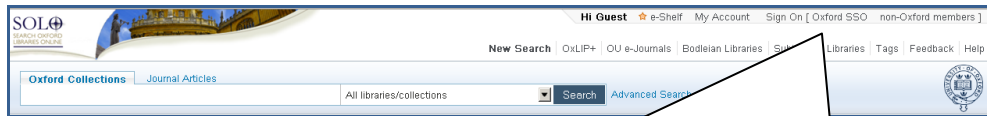
Step 1: Go to <http://solo.bodleian.ox.ac.uk> and sign on.

You will need to “sign on” to SOLO to:

- place a hold (in order to request an item from the stacks or to reserve an item on loan to another reader)
- renew your books and view your loans, fines and other patron details
- add items to your personal SOLO e-shelf and save searches

Sign on options are in the top right hand corner of the screen.

- Current members of Oxford University should sign on using their “Oxford Single Sign on (SSO)”
- Other Bodleian Libraries members should choose “non-Oxford Members” and sign on using their Library card username and password

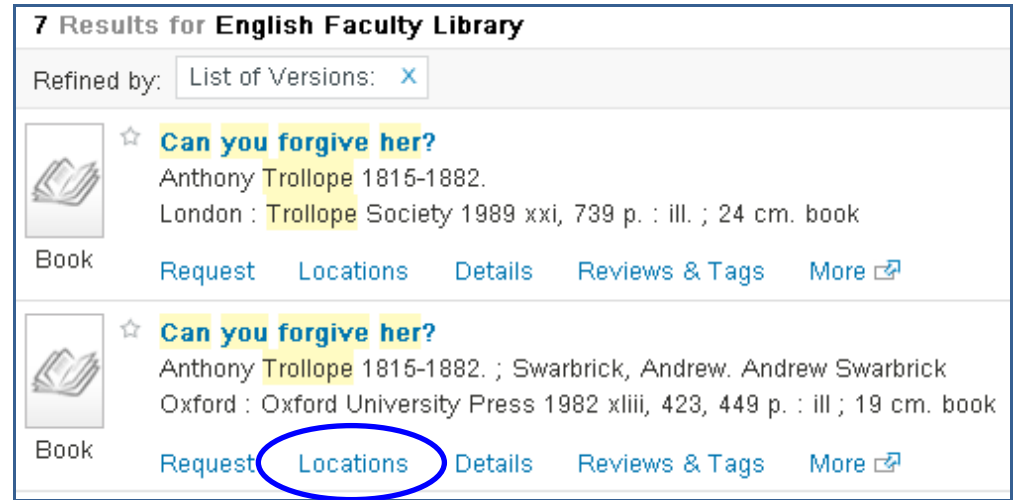
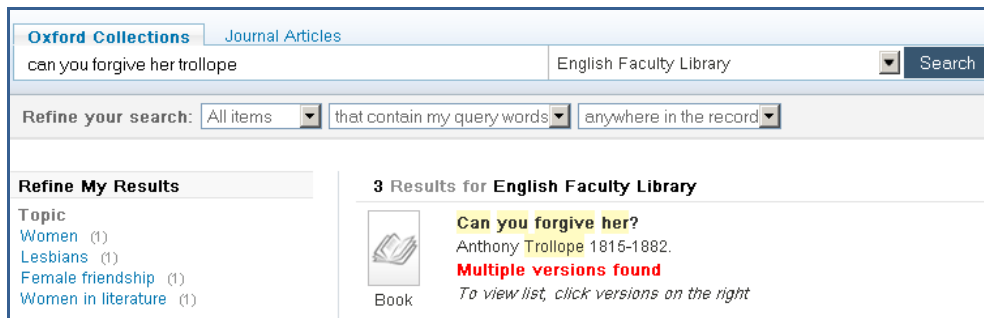


Hi Guest e-Shelf My Account Sign On [Oxford SSO non-Oxford members]

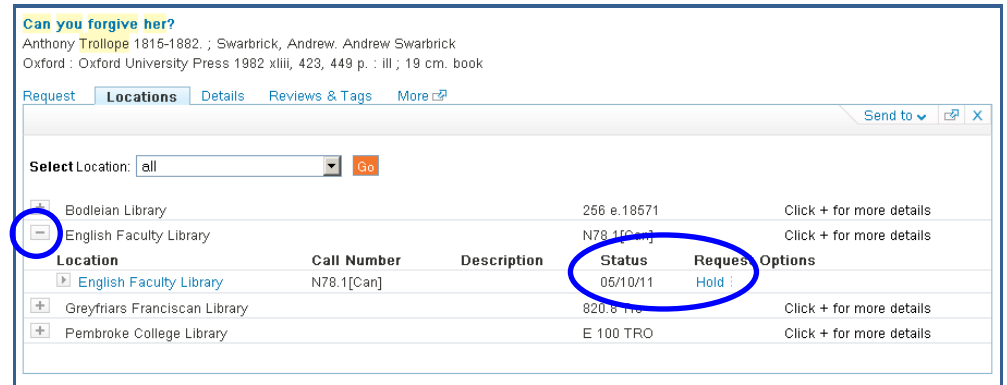
Step 2: Once you have logged in, you should now see your name appear at the top right of the SOLO screen.



Step 3: Search for the title you require. (If there are multiple versions, click on the link at the right of the title to see all versions)



Once you have located the title (and edition) you require, click on the **Locations** link to check the availability of the item. You can do this by clicking on the + to see all items available in a particular location.




Step 4: If the item status is ‘available’ then you don’t need to place a reservation. However, if all copies available for loan are out to other readers, the due date for each item will be displayed in the Status column, and you may reserve a copy.

Click on the **Hold** link in the next column to reserve a copy of the item. A new box will appear in this window, confirming the details of your request. **You do not need to re-enter the title and author information.**

Request Locations Details Reviews & Tags More

Request Options: **Hold** Refresh Request Options

Details of the items you requested:

Location: English Faculty Library ,N78.1[Can]
 Item category: Loans
 Item status: 05/10/11
 Pickup Location: English Faculty Library
 Last interest date: 
 Author:
 Title:
 Volume:
 Notes:

Hold Clear Selection

Step 5: In the Last interest date box, enter the latest date that the item would be useful to you and then click on the orange Hold button. You will then receive confirmation that your Hold request has been successful.

Request Locations Details Reviews & Tags More

Request Options: **Hold** Refresh Request Options

Action Succeeded

Details of your request will now appear in your Account information.

e-Shelf Queries **My Account**

Loans (3)
 Requests (1)
 Fine & Fees (1)
 Blocks & Messages
 Personal Settings

List of Requests

#	Type	Title	Author	Status	Pickup Location	Location	Actions
01	Hold	Can you forgive her? /	Trollope, Anthony, 1815-1882.	In process	English Faculty Library	English Faculty Library	Cancel

Step 6: Once you have completed any transaction on your SOLO account, including searching for items if you have signed in, **you must Sign Out.**

Oscar Wilde ☆ e-Shelf My Account Sign out

Once you have clicked on the link to **Sign out** at the top right of the SOLO screen, you must then click on the 'logout from this service' tab in the middle of the next screen and close down your web browser completely.

SOLO SEARCH OXFORD LIBRARIES ONLINE

Logout Warning

You Are Still Logged In!

You are still logged in to the system. To log out completely you must close down your web browser [\[How?\]](#) once you have finished working.

This is applicable to both Oxford SSO and non-Oxford members Login.

[Click here to logout from this service and then close your browser](#)

N.B. Remember that if the book is on a reading list there may well be other people ahead of you in the queue so you may not get access to the book the day it is shown as being due back on SOLO.

To find out if there is anyone ahead of you in the hold queue, please ask one of the library staff.

BUT REMEMBER...

BUT REMEMBER ...

You can only reserve a book if all other borrowable copies are out to other readers.

You will receive an e-mail when the book is available for collection.

Reserved books will be kept for 3 days. If you have not collected the book within this time it may go to the next person in the queue, so please collect your reserved books as soon as you can.

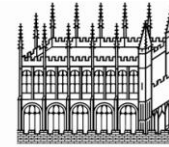
If you no longer require a book you have reserved, don't let it sit on the shelf for 3 days, please cancel your reservation online so others in the queue can get faster access to urgently required texts. (See our guide 'Cancelling holds you have placed on SOLO' if you are unsure how to do this).

Reserving a book will not guarantee that you will have immediate access. If you think that someone might have reserved a book ahead of you, ask a member of library staff to check your place in the hold queue.

If you have any problems, please ask the library staff for help - that's what we're here for!



PLACING A RESERVATION (HOLD) ON SOLO



Bodleian Libraries
UNIVERSITY OF OXFORD

Resources for English

Reserving items on SOLO

eFl

<http://www.bodleian.ox.ac.uk/english>