

iSkills: Getting started in Oxford libraries

Stack requests – video transcript

Hello and welcome to this iSkills video about accessing the Bodleian Libraries' material in the Closed Stack.

The Bodleian Libraries hold over 13 million printed items, and the majority of these are not kept in our reading rooms. Instead, we store the low use items in a purpose built warehouse, sometimes referred to as the book storage facility, or BSF. This warehouse is outside of Oxford, about half an hour away on the way to Swindon, so again, you may occasionally hear staff talk about material being stored at Swindon.

On SOLO, this material is indicated at the item level as being Stored Offsite with the status Closed Stack. This means that it is not on the open shelves. You cannot go and get it yourself. You will need to order it to a library to read it. Closed Stack material can only be ordered to participating Bodleian Libraries, not college libraries. The list of locations to which you can order a specific item to, will depend on the item itself.

Most material in the Closed Stack cannot be borrowed. There are exceptions to this, but you are best off assuming that anything you order from the Closed Stack will need to be read in the library that you have ordered it to. So bear that in mind when making a stack request. Please allow two working days after the request is placed for it to arrive in your chosen library. Now let's go into SOLO and place a request.

Various Bodleian Group libraries store material in the Closed Stack, not just the Bodleian Library itself, although Closed Stack items are most commonly owned by the Bodleian Library. Let's take a look.

This example shows a book that's owned by the Bodleian Library and is Stored Offsite with the status Closed Stack. You can see we have two options to the right hand side here. These will only appear if you are signed into SOLO. One is for OffsiteScan. I cover that in the Scan and Deliver video. The other is Request. Let's select this. Now I need to select a pick up location. The drop down menu will display all the places that you are able to order this particular item to. I will pick the Education Library.

Once you have picked a library, just press Send Request. You will receive an automated email when the book arrives, and it will be held in that library for you for seven days before being sent back to the Closed Stack.

You can keep track of your stack requests in My SOLO. If you click the drop down menu where you sign in, you'll find a variety of options. In My SOLO you will see your request appears under the Requests tab. Once it arrives in the library, it will move over to the Loans tab, even when you cannot actually borrow it. However, you can keep it at your chosen library for another seven days at a time by renewing it here in the same way as you renew items that you have borrowed.

For more information on ordering material from the Closed Stack, please see our website. Thank you for watching!