

# RESERVE AN ITEM

You may reserve any item for pick-up. This can be an item that is currently in the library, or an item that is checked out, but that you would like to be on the list for.

1. To reserve an item online, **log in** to your Oneonta Public Library account in the online catalog (<https://Oneonta.biblionix.com/atoz/catalog/>)



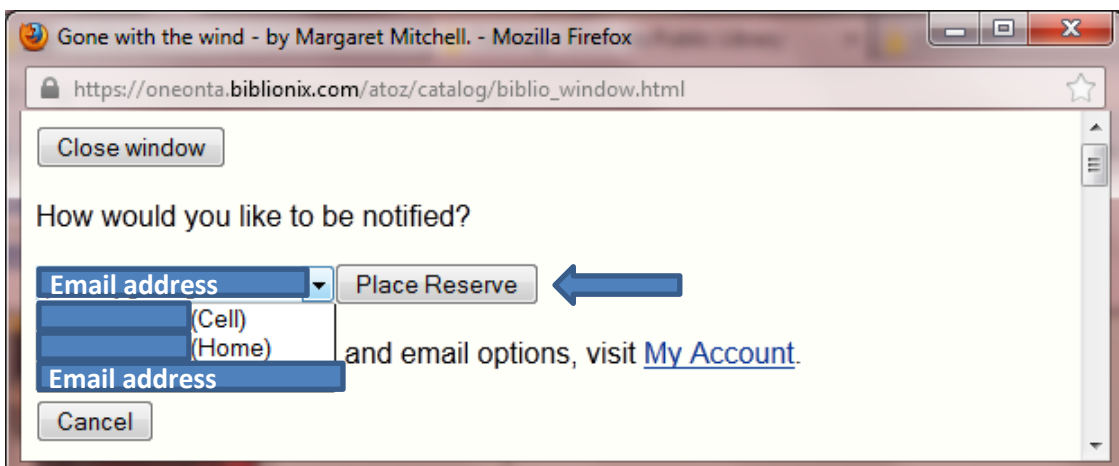
2. Click on **"More Search Options"** then search for the item by choosing one of the search options available then press Enter.



- When the titles come up, click on the item that you want. This will open a window with more details about the specific item you selected.
- Click on **"Reserve title"** You to be notified by library staff as soon as the title is available for you to check out.



- The next screen will ask you **"How would you like to be notified?"** Use the drop-down list to choose your home phone, cell phone or email address. Then click **"Place Reserve"**. (You will need to go into "My Account" and add this information to your account before reserving an item.)



6. Repeat steps 1-5 as necessary to reserve up to 5 items.\*\*

**\*\*NOTE:**

- You are only allowed to reserve five (5) items at a time.
- You must give us 24-48 hours to pull the items and have them ready for you to pick up.
- Once your item(s) have been pulled and are waiting for you, they will move from your "Reserve currently pending" list to "Items waiting for pickup".
- You will receive a call or email when they are ready for pick-up, so please make sure you are notified before you attempt to pick up your items.