

## SEARCH: reservation of a document

Reserving a document using SEARCH is useful for:

- ensuring that a document out on loan will be reserved upon its return for the user who has ordered it
- enabling consultation of closed shelf documents
- borrowing a document without needing to access the shelf (only during the COVID 19 state of emergency)



### How to use the reservation service

- Documents on loan can be reserved by internal users only.
- The reservation of closed shelf documents is open to all users of the Library.
- Closed shelf material can be reserved only if there are no other open shelf copies available. If, however, you need to consult a closed shelf copy, you can make your request at the lending desk.
- Reserved copies may only be collected from the site where they are kept.
- When reserving a work in several volumes, a separate request for each volume must be made.


### How to make a reservation

1. To reserve a document, you will need to authenticate on SEARCH. For how to authenticate, see the guide [Virtual personal area](#).
2. The link **Request for item on shelf** enables you to open the reservation form. This link may appear at two points in the complete visualisation of the record:
  - among the *Request options* of the section *Get it*

**Get It**

REQUEST OPTIONS: [Request for items on shelf](#) / [Come prenotare un libro o un fascicolo di periodico](#)  / [Orari e servizi](#) 

- in correspondence with the individual copy, for works consisting of several volumes: click on the location

[Pisa - Canonica](#) > [Scienze](#) > [539.72 N147 \(1\)](#)  **LOCATE**

from:1 until:1

at this stage, the item details and the link for the request will appear

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
440256	Book	Prestito 30 giorni	Vol. 1: Quantum field theory and particles	Item in place (0 requests)	<a href="#">Request for items on shelf</a>

3. Fill in the fields of the form:
  - **Term of use:** this is optional but may be very useful for choosing among copies with different loaning policies (30-day loans, 5-day loans, in the reading room, ...).
  - **Pickup location:** this is the only mandatory field
    - i) if there is only one copy that can be reserved, the field is already filled in by the system
    - ii) if there is only one copy with the policy chosen, the field will be filled by the system

iii) if there are several copies, indicate the copy requested, choosing the place of collection:

**Pisa - Orologio** for a copy belonging to the Orologio / Carovana site

**Pisa - Capitano** for a copy belonging to the Capitano site

**Pisa - Canonica** for a copy belonging to the Canonica site

**Firenze** for a copy belonging to the Florence site

**Bancone Sala di lettura** (*Reading Room desk*) to request a copy in the Capitano Reading Room; this is the collection site for closed shelf material (Deposito, Antichi e Rari, Media, and Grandi formati).

By filling in this field, you can also select the copy of your choice when there are multiple copies available.

- **Not needed after:** this indicates the date beyond which you are no longer interested. If the book is not returned by the date indicated, the reservation will automatically be cancelled. When reserving material on loan, you are advised to indicate a date subsequent to its due date.
- **Comment:** when reserving a journal, the year and number of the edition must be quoted for its identification.

4. On completion, send the form by clicking on the key **REQUEST** at bottom right. SEARCH will visualise the following message:

Request placed. See in your Personal Area for a list of your requests. 0 user(s) before you get served

By accessing your **personal area**, you can view the list of your ongoing Requests; if you wish, you can cancel an individual request by pressing the corresponding key *Cancel*.

☐ Filosofia scienza storia : studi in ono...

HOLD. In processo

Pick up: Bancone Sala di  
lettura

✕ CANCEL