

# How to Place a Reserve on an Item

1. Go to: [sax.agverso.com](http://sax.agverso.com)
2. Log-in to your library account (see the “How to Access Your Saxton B. Little Library Account” tutorial).
3. You can place a reserve/hold from the search results page by clicking on the hand icon under “hold.”

The screenshot shows the search results for "the giver of stars" on the Saxton B. Little Free Library website. The page displays two results: a book and a music CD. The book result is highlighted with a red circle around the "Hold" button, which features a hand icon. The book details include the title "The giver of stars", author "Moyes Jojo 1969-", publisher "Pamela Dorman Books Viking", and date "2019". The music CD result also shows the title "The giver of stars", author "Moyes Jojo 1969-", publisher "Penguin Audio", and date "2019". The interface includes a search bar, navigation tabs, and a sidebar with filters.

4. If you click into the individual item, you can reserve the item by clicking “Request This Item” on the left-hand side of the screen.

The screenshot shows the details page for "The giver of stars" by Moyes Jojo. The page is titled "Details" and includes a "Request this Item" button, which is circled in red. The book details include the format "Book", found in "Saxton B. Little Free Library", and availability "0 (of 1) 3 Hold(s) in Queue". The description states: "Set in Depression-era America, a breathtaking story of five extraordinary women and their remarkable journey through the mountains of Kentucky and beyond, from the author of Me Before You and The Peacock Emporium Alice Wright marries handsome American Bennett Van Cleve hoping to escape her stifling life in England. But small-town Kentucky quickly proves equally claustrophobic, especially living alongside her overbearing father-in-law. So when a call goes out for a team of women to deliver books as part of Eleanor Roosevelt's new traveling library, Alice signs on enthusiastically. The leader, and soon Alice's greatest ally, is Margery, a smart-talking, self-sufficient woman who's never asked a man's permission for anything. They will be joined by three other singular women who become known as the Horseback Librarians of Kentucky. What happens to them--and to the men they love--becomes a classic drama of loyalty, justice, humanity and passion. Though they face all kinds of dangers, they're committed to their job--bringing books to people who have never had any, sharing the gift of learning that will change their lives. Based on a true story rooted in America's past, The Giver of Stars is unparalleled in its scope. At times funny, at others heartbreaking, this is a richly rewarding novel of women's friendship, of true love, and of what happens when we reach beyond our grasp for the great beyond"-- Provided by publisher.

5. A screen will pop up with your name and the item you're reserving. Click on "Place Hold" to finalize your reserve. The Library will notify you via email or phone call when your item is available for pick-up.
- You will receive communications from [sbl@columbiactlibrary.org](mailto:sbl@columbiactlibrary.org) and [no-reply-sax@librarycard.com](mailto:no-reply-sax@librarycard.com) – please don't send these emails to spam!

The screenshot shows the library's online reservation interface. At the top, the header includes the library name 'Saxton B. Little Free Library', a search bar with 'the giver of stars' entered, and user information 'Hello, Caitlyn Your Account' with a 'Logout' link. The main content area displays the book cover for 'The Giver of Stars' by Jojo Moyes. To the right of the cover, the text reads 'Hold a Title for : Caitlyn', 'Hold Expires on: 5/11/2022', and 'Pickup Location: Circulation Desk'. Below this, there are two date pickers for 'Not Needed Before Date' and 'Cancel if Not Filled by'. A 'Notes' field is present, and a checkbox for 'Reserve Any Items' is checked. At the bottom, a table lists the specific item details:

Specific Item	Location	Call Number	Barcode	Status
<input type="checkbox"/>	Saxton B. Little	F MOYES	31023001350177	Checked Out

At the bottom right of the form, there are three buttons: 'Place Hold' (circled in red), 'Cancel', and 'Clear'.

6. This process will be the same if the item is currently available on our shelves or checked out to another patron – you will just need to wait a little longer to borrow it!

If you have additional questions, please contact the Library at [sbl@columbiactlibrary.org](mailto:sbl@columbiactlibrary.org) or by calling 860-228-0350 for more tips and tricks!