

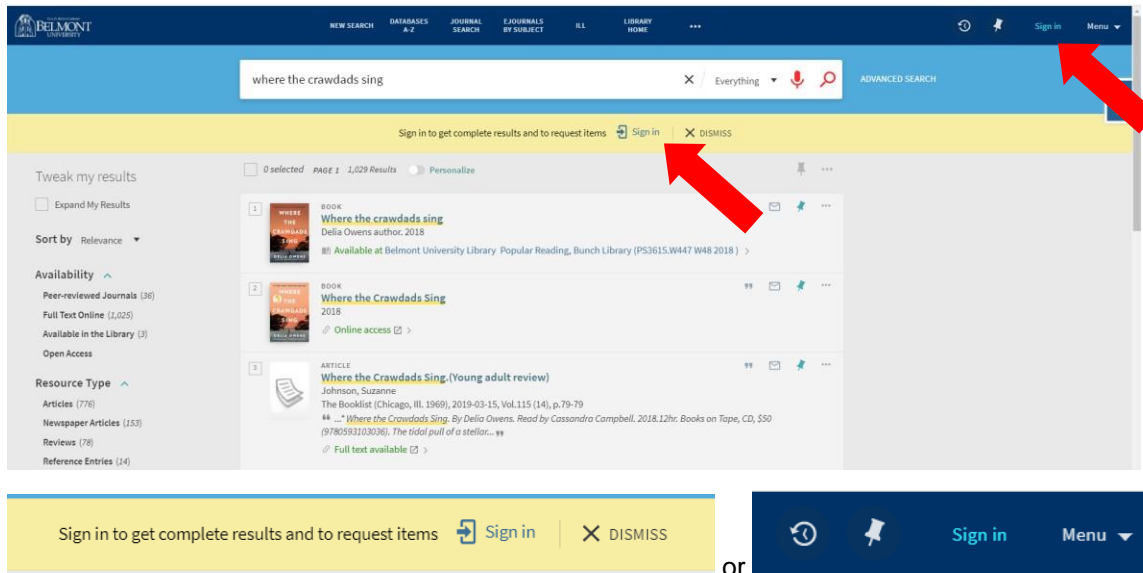
# Requesting Holds in Primo/OneSearch

Start at the library website: [www.belmont.edu/library](http://www.belmont.edu/library)

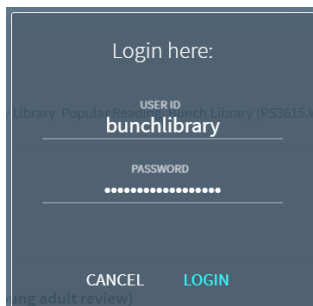
Scroll down to the blue OneSearch box and enter a title and click the red Search button.



Results will display. Sign into Primo either by clicking on **Sign in** in the yellow bar that runs across the page, or click on **Sign in** in the top right corner of the page.

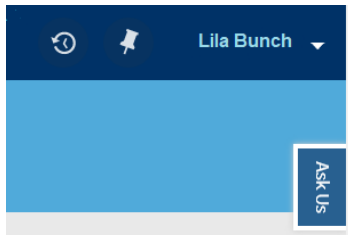


Enter **your** myBelmont username and password.



# Requesting Holds in Primo/OneSearch

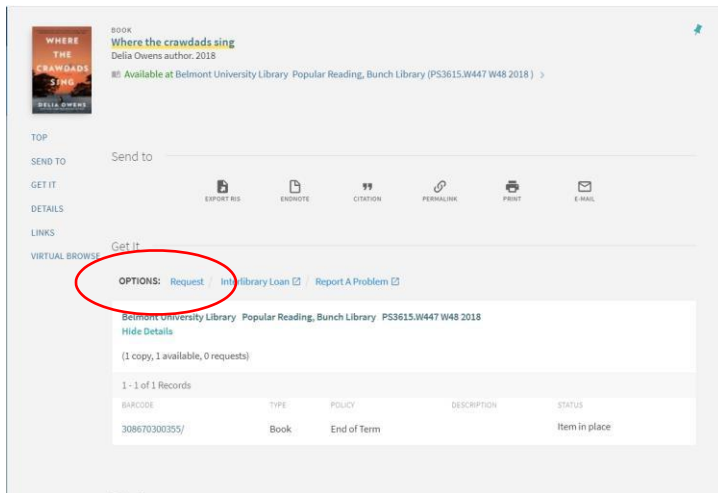
Once logged in, your name will appear in the top right hand corner of the page.



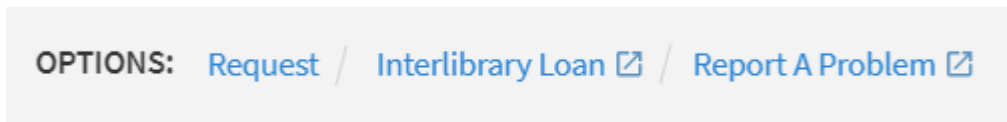
Now look at your results and click on the book/cd/dvd title that you'd like to request.



On the detailed results page, look for the Options field (right above the white box with the Call Number and Location information).

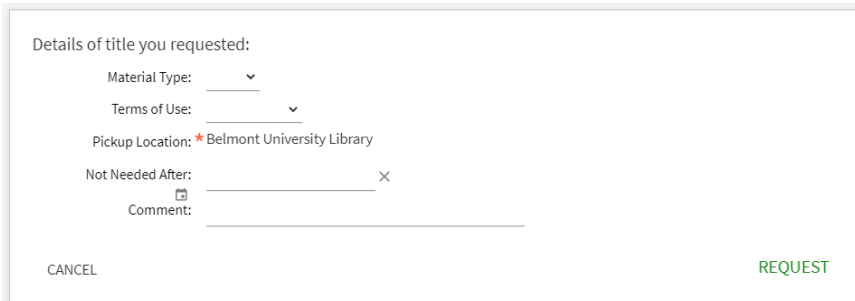


Click on Request.



## Requesting Holds in Primo/OneSearch

In the Request pop-up, fill out the Not Needed After date and Comments field, if you have any and click the green REQUEST button in the bottom right corner.



Details of title you requested:

Material Type:

Terms of Use:

Pickup Location: \*Belmont University Library

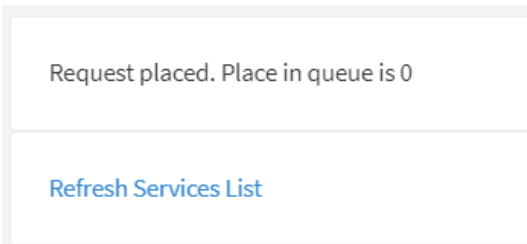
Not Needed After:  X

Comment:

CANCEL REQUEST

A secondary pop-up appear confirming your Request.

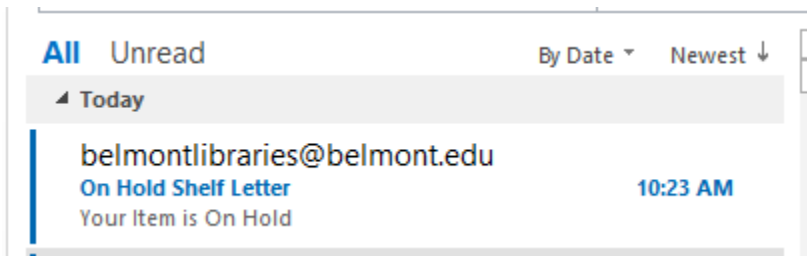
*Place in queue is 0* means that there are no other requests for this specific item.



Request placed. Place in queue is 0

[Refresh Services List](#)

You will receive an email once your items are ready for pickup.



All Unread By Date ▾ Newest ↓

Today

belmontlibraries@belmont.edu

**On Hold Shelf Letter** 10:23 AM

Your Item is On Hold

Items can be picked up from the Information Desk on the 1st floor of Bunch Library, near the Study Rooms.