In order to swap books, you will need your administrator username (email address) and password. If you do not have this information, please contact ProQuest technical support at tsupport@proquest.com.

Adding books

1. In Safari™ Books Online, sign out, use the Personal log in option and login with your administrator username and password.

2. When logged in, you will find links to Library and Custom Collection on the top bar to the left.

3. Let's start with the Library (also called “All available titles”) which contains all books available in Safari, both subscribed and unsubscribed books. The text on the screen tells you:

   - How many total slots you have
   - How many slots are open (available)
   - How many slots can be swapped to an alternate title (books that you have had for more than 30 days)
Admin Tip Swapping books
Safari™ Books Online

The slot system in Safari changed 2009. Before, books had values between 0.5 and 3 slots. Now, all books will have the slot value 1.

4. To find a book, you can browse by Category or Publisher. You can also use the Quick Search or the Advanced Search features.

5. You can select a book by clicking the Add to Collection button; it will then be placed in your Custom Collection. The books that have already been selected to your Custom Collection will simply be without the Add to Collection button.

If you would like to have a closer look at the book before you select it, you can find the Add to Collection button in other places. When clicking a book title, you will be directed to the Catalog page, which also contains an Add to Collection button (below the Start Reading Online button). Here, you can see the table of contents, reviews and ratings.
Admin Tip Swapping books
Safari™ Books Online

When clicking the Start Reading Online option, you will be directed to the Content Reader which also contains an Add to Collection button (in the left bar). Before the book is selected, you can see a preview of the book here.

Removing books

1. Login with your administrator username and password (see instructions in the beginning of this document).

2. Go to Custom Collection.

The Custom Collection (which used to be called Bookshelf) has two folders:

- **Custom Collection** contains the selected books in your account.
- **Custom Collection History** contains the titles that you have removed from your Custom Collection.

3. You can browse the Custom Collection, sorting by title, date published or date added.

4. For each book in the Custom Collection there is a date when it can be removed. There is a clock icon next to the book. When you have reached that date (after keeping the book for 30 days), a dustbin icon will appear instead of the clock. Just click the dustbin to remove the book. The book is now removed from the subscription, changes are effective immediately and slots released will be available to add other books.
In the Custom collection history you can find all the books you have removed. If you change your mind, you can add the book back again at once.

Where to find help

Search our Support Center:
http://www.proquest.com/support

Webinars:
http://www.proquest.com/training

By phone
In North America: 800-889-3358
Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)