

How Library Stuff Works Videos: How to Find an Item on Reserve

Your course instructor informs you that you need a book that they have put on reserve in the library. Here is how you can access it:

From the library homepage click “Course Reserves” under Popular Links.

From here you can search by course or by instructor. The quickest way to search is by the course code as this will return results linked directly to that course. Courses are organized alphabetically so scroll through till you find the one you are interested in.

Here is a list of all the material your instructor has put on reserve for this course. Look through the list until you find the correct title. Note which library the book is being held at. Write down the call number identified within the entry. This number tells the library staff where to find the book on the shelf.

For this book I will go to the Mills Service desk and ask them to retrieve the book on reserve. To do this I will give them the call number that I’ve written down.

Don’t worry: If you didn’t write down the call number before coming to the library you can still get help from the friendly staff at the desk as long as you know the title of the item you wish to borrow.

A maximum of 3 items from Course Reserves can be checked out at one time.

At the time of check out the library staff member will inform you whether the item is a 2 hour, 4 hour, 24 hour, or 7 day loan.

Reserve materials cannot be requested, or held, for other individuals. You alone can take out a Course Reserve.

Reserve materials may be checked out again if they are not in demand. A 15-minute waiting period may apply before items can be checked out again.

Fines for overdue course reserve items vary from \$5 per hour, or part of an hour, for 2 and 24 hour loans; up to \$20 per hour, or part of an hour, for 4 hour loans; or \$5 per day, or part of a day, for 7 day loans.

In order to respect the needs of your classmates, and to save yourself some money, please return course reserves on time.