

Reserves

Hi Everyone,

I am here at the circulation desk and I am going to explain how you can check out a reserve material. First of all, the reserve collection includes textbooks and other materials brought in by your professors and they are here for special check outs.

You have to come to one of these reserve terminals and you can do a search by your instructor's last name or you can do a search by course.

Once you find what you needed, the screen will tell you how long you can keep the material. You need to tell the circulation workers the call number of the material, which is usually the number that starts with an "X". This popular math book, for example, has the X1543 call number.

Now, if the book you want happens to be checked out, the screen will also tell you when it is supposed to be due back.

If this is all new for you and you need some assistance, just ask us here at the circulation desk. We are all friendly people.

Again, we need to see your current school I.D to properly check out the materials for you.