


## How to View Items on Reserve in the Library Catalog



*Want to double-check what your instructor has on reserve for a particular course? Follow these instructions to view information about library items on reserve.*

1) Go to the Library Catalog by clicking on the “Library Catalog and Internet” icon on the computer desktop.

2) Click on the word “Search”  **Search**  
Refine searching to obtain  
more precise results.

3) Click on the small icon at the top that says “View Reserves.”



4) Select an instructor and/or course to view the items on reserve.  
Note: not selecting an instructor or course will return items on reserve for ALL courses and instructors.

5) Click on “Show Reserves.” To resort the list, click the links at the top of each column to view the items in alphabetical order by title, by course, by status, or by instructor.

6) To view full record information for an item, click on the linked item title.

*NOTE: The catalog lists only library items (books, videos, etc.) on reserve. The catalog does not include information about articles on reserve. Please inquire at the Library Desk if you have questions about articles or other items on reserve.*