

## **Transcript of Course Reserves Tutorial**

Hi I'm Irma Minerva at the UNCG University Libraries. I hope this tutorial helps you but remember you can always ask us if you have questions!

I'm going to show you how to find your reserve material for your classes. If you start at your library's homepage, [library.uncg.edu](http://library.uncg.edu), click on the link to the library catalog.

Then click on the "Reserves" tab.

We have a lot of electronic reserves, which would be found in BlackBoard. You might not even need to come into the library, if your professor uses only electronic reserves. In that case, log into Blackboard and look for the link in your class for the electronic reserves, sometimes found under Course Documents.

Otherwise, this is where you do your search, for print or book or music reserves. Note, if it's a music reserve, you should probably know that there's a Music library that's located in the School of Music, Theatre and Dance Building, and that's where all those physical reserves will be located.

All other print and book reserves are located at the Checkout Desk in Jackson Library, you know when you walk through the connector from the EUC, the check-out desk is on the right side.

Now I'm going to search for English 101. I type the name of the course or the instructor, and then want to click on the appropriate button. For this example, English 101, I'm going to click on Course Number and it does its search. Here's ENG 101 and I'm going to click on my professor name to see the results of my search. You see the book and the location - in this case Jackson Library Reserve Desk - as well as the loan period which can be 2 hours, sometimes longer. If you could please jot down the call number which you can see listed here on the screen. Bring it with you to the Checkout desk which will make it quicker and easier for the staff to find your reserve.

Clicking on Additional Record Information, you can see information like if we have another copy of this item in the stacks, if its checked out or if its available on reserve.

Now all you need to do is go into the library to the Checkout Desk, with the call number written down, and ask them for this item. And remember if you still have questions, you can always ask us!