

UNCG University Libraries - How to Search for Print and Media Reserves

1. In the red search box on the Libraries' home page (library.uncg.edu) click Course Reserves.



2. On the resulting page click the "search for Reserves" link.

Find Reserve Materials:

- Print and media reserves are listed by course in the Libraries' online catalog.
- To see lists of items on reserve and to obtain call numbers, locations and availability statuses, [search for Reserves](#).

3. In the "Search Course or Instructor:" box type in the course and number (bio 111 or biology 111) or the name of the instructor (last, first, or both with no commas). Make sure that the Active button is selected. Then click on the magnifying glass in the blue box.

Course Reserves


Search Course or Instructor:
bio 111 

[Back to Item Search](#)

160 courses sorted by: Status:

4. A list of courses that match the search criteria will appear. In the example below there is only one match. Click the blue link to BIO 111 Biology 111.


Course Reserves

Search Course or Instructor:
bio 111 

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1 course [View All Courses](#) Status:

[BIO 111 Biology 111](#)
2 course materials
Instructor(s): Mark Hens
Department: Biology

 Active
Start Date: 5/11/18

5. A list of the print reserve titles for the course will appear. In this example, there are 2 titles. If there were additional they would list 10 per page in alphabetical order by title. Use the navigational arrows or page numbers at the bottom of the list to change pages.

Department: Biology

● Active

Start Date: 5/11/18

▼ Course Details

Date created: 5/11/18

▼ Reserved Materials

1. [Principles of life](#)



by [David M. Hillis](#)
Print book ©2012

✓ Available Jackson Library Reserves-2 Hour Loan PERSONAL COPY - HILLIS

2. [Principles of life](#)



by [David M. Hillis](#)
Print book 2014

✓ Available Jackson Library Reserves-2 Hour Loan PERSONAL COPY - HILLIS SECOND EDITION

6. Each entry on the reserve list will provide availability information for only one copy or volume on reserve. There may be additional copies or volumes on reserve or in the library elsewhere. Click on the title to open the full catalog record to see availability for all copies.

Note that whenever an item attached to a catalog record is on reserve the message in the light blue box below will appear before the Holding Summary. Ignore it, and look underneath the Holding Summary to determine shelving locations and loan periods. In the example below copies are available for 2-hour loan in in the reserve collection in Jackson Library.

To obtain an item go circulation desk in the library listed in the Holding Summary, tell the desk staff that you need to see an item on reserve, and give them the information listed underneath "Call Number". If you find that there are copies on more than one loan period, please tell the staff the loan period of the copy you want to see.

Availability

i This item does not circulate at UNGC University Libraries or has special loan restrictions. Please speak with your librarian.

UNCG University Libraries

Holding Summary

6th-8th

Jackson Library Reserves-2 Hour Loan ✓ Available (2)

Call Number

Status

LB2369.G53 ✓ 2009(7TH ED) Available

LB2369.G53 ✓ 2016(8TH ED) Available