



Finding Materials on Reserve

Reserve items are books, periodical articles, or audio-visual materials selected by professors for use by the students in their courses. The Library keeps these items behind the Service Desk, and students may borrow them for limited time, in-library use during the day. Many reserve items may also be borrowed overnight, if checked out within two hours of closing.

SEARCHING FOR RESERVE MATERIALS IN THE ONLINE CATALOG

To find reserve materials in the online catalog, you may click directly on *Course Reserve* and select your instructor's name and your course number from the pull-down menus.

NOTE: You can search simply by instructor's name, by department, or by course code; or you can combine any or all of these to make your search as specific as possible.

CHECKING OUT RESERVE MATERIALS

1. Check the online catalog to see if the item status is "Available". If location or status is unclear, click on the title of the item to see *Holdings* details.
2. Write down the complete call number.
3. Go to the Service Desk with your ID card and the call number of the item.
 - The Service Desk staff will keep your ID card until you return the item you are using.
 - If the item status is "Due" on a certain date (loaned to another library user), note the time it is due and go to the Service Desk at that time.

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PLACING A RESERVATION

Optional – but advisable during periods of high demand:

OVERNIGHT LOANS

If you wish to be assured of getting a reserve item on overnight loan, you may sign up to borrow an item up to 24 hours in advance.

VIEWING RESERVE VIDEOS

You can sign up to view a reserve video on a specific date and time up to 24 hours in advance.

RESERVE LOAN POLICIES

The policies below apply to AUP students; for others, please see the table under *Borrowing Materials from the Library*.

DAYTIME LOANS (IN-LIBRARY USE)

anytime the Service Desk is open

- **Number of items:** 2 reserve items at a time, but only 1 item of a given type (e.g. you can borrow a book and a video at the same time, but not two books).
- **Loan period:** 2 hours

OVERNIGHT LOANS

available during the last two hours the Service Desk is open

- **Number of items:** 2 reserve items of any type, but note that certain items cannot be checked out overnight.
- **Loan period:** until 1 hour after opening on the next day the Library is open.
- **Reservations:** you can sign up for an overnight loan up to 24 hours in advance.

FINES - Fines for print (paper) reserve materials are 1 euro per hour or fraction thereof overdue. See the sheet “Academic Film Collection” in this guide for video reserve fines.