

How do I . . .

Find a Course Reserve

How to: Find an item that your professor has reserved for your class.

Why? Because you won't find that item on the regular shelves.

STEP 1:

Go to the library catalog (<http://library.simmons.edu>) and select Course Reserves from the list on the left side

STEP 2:

Select Course Number or Instructor Name and enter either the Simmons' Course Number or your instructor's name

The item will either be:

- a. physically on reserve at the Circulation desk
- b. available electronically

STEP 3:

When the item is physically on reserve at the Circulation Desk:

For the book *Chains of Fortune*, for example, the information will look like this:

Reserves - Level 1 - Circulation Desk -- **HD6223 .C46 2004** – AVAILABLE

1. Note if the item is available
2. Write down the call number (the letters and numbers in **bold** in the example above) and bring it to the Circulation Desk
3. Check out the item using your Simmons' ID Card

If the item is available electronically, it will look like this:

ELECTRONIC COPY AVAILABLE

1. Click on the Title of the item
2. You will be asked to log in. Use your regular Simmons' User Name and Password