

# Reserve Guide for Students

## How to locate reserves

- ▲ Physical items placed on reserves are located on the lower level of the Architecture, Design, and Art Library by the scanners.
- ▲ E-Books are accessed through our [library catalogue](#) or through the permalinks found in your syllabus.
- ▲ Scans and e-reserves are located on Teams or Canvas depending on which system is used by your professor.
- ▲ A hardcopy list of the reserves for each course is located at the front desk.
  - ▶ Please note: **physical reserves are for in-library use only.**
  - ▶ Scanners are available if you would like to scan an article or chapter from a reserve book.
  - ▶ If a DVD is placed on reserves, the library has external DVD drives available to check out.

## How to Read Call Numbers

- ▲ Reserves are organized by call number (Ex: NA250 B34 2006)
- ▲ Call numbers are in alpha-numeric order (A-Z, 1-1000)

## Reserves Video

- ▲ [“What are the course reserves?”](#)  
This video provides a brief explanation of how course reserves work.

**We are here to help!**

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