

# Finding Reserve Lists Online

If you do not know which books or materials are on Reserve, here is how to find out:

First, go to the **Sage Library Resources** page <http://www.nbts.edu/sage-library/resources/>

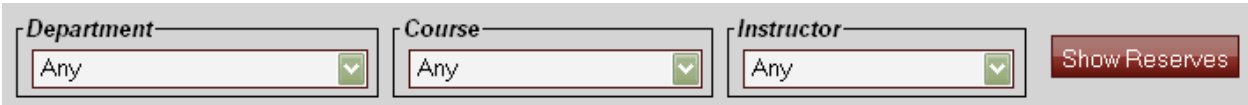
and click the link for **Online Catalog**.

In the top bar, click on the "View Reserves" button, which is the second to the last of the five buttons.



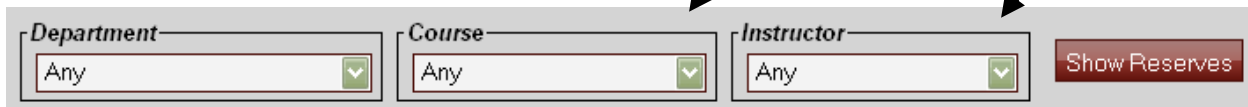
On the next page, you will see three fields with drop-down menus: "Department," "Course," and "Instructor."

To view a list of **all materials on Reserve**, press the red "Show Reserves" button on the right.



To view a list of **books for a specific course**:

1. Select your course from the center drop-down menu. (If there is more than one section of the course, you should also select your instructor.)
2. When you have made your selection(s), press the red "Show Reserves" button on the right.



A list of books on reserve for the course/instructor you selected will be displayed. Click the title of the book you are interested in to view the call number.

Reserve books circulate to NBTS students only, may be used for a period of three hours, and may not be removed from the library.

The reserve shelves are not open for browsing. Please ask a staff member for assistance.