

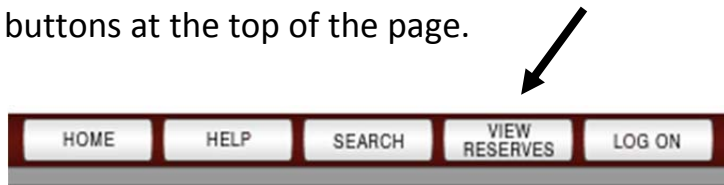
# What's on Reserve?

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

First, go to the online catalog. Here is the web address:

[www.nbts.edu/sagecatalog](http://www.nbts.edu/sagecatalog)

Click on the "View Reserves" button, which is the second to the last of the five buttons at the top of the page.



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

To view a list of books for a specific course, 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.)

When you have made your selection(s), press the red "Show Reserves" button on the right.

A form with three drop-down menus labeled Department, Course, and Instructor. Each menu has 'Any' selected. To the right of the menus is a red button labeled 'Show Reserves'.

A list of books that are 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.