Finding Items on Reserve

The online catalog contains information about what books, articles or other documents have been placed on course reserve by DCC Faculty. Follow the steps below to find out what material is on reserve for the classes you are taking.

1. At the Book Catalog **Search for Books** screen, Click in the box at the top marked **Part of Description to Search for:**

   ![Search Form](image)

   - **Welcome to our library catalog**
   - **Part of description to Search**
   - **All Fields**
   - **eng101**
   - **AND**
   - **Go**
   - **Clear**

2. Type in the **course number.** The course number appears on your schedule and consists of three letters and three numbers (examples: **bus100, gov121**). Do not leave spaces between the letters and numbers.

   3. Click on **Go.**

The **Results for Word** display will then list all items on reserve for that course. You can get more information about the item, including the name of the teacher for the class, by clicking on the title.

The items call numbers will be marked as follows:

- **ReserveA** are articles or other documents
- **ReserveB** are books

- Reserve materials are at the Circulation desk and should be requested by title
- Reserve material may be borrowed with your SUNY ID only
- Reserve material cannot be taken from the library
- Reserve material can be borrowed for up to one hour
- Reserve material can be copied on the library’s public copiers