

Course Reserves

Do you need to find books or articles that are on reserve for your courses? This video will guide you through the process of finding and accessing reserve items.

To check if your courses have items on reserve, start from the library home page at lib.uwaterloo.ca

Then select the Course Reserves link, which is third from the bottom in the right-hand menu.

From here, you'll need to sign in with your WatIAM username and password, which is the same as the one you use to log in to Quest.

You can find all the reserves for any course you are registered in if the prof has put something on reserve.

If any of your courses currently have items on reserve, the course code will appear.

You can click on the course code to find a full list of reserve items for the class.

Now you'll be able to see the loan period for each item.

Loan periods for reserve items are either for 1 hour, 3 hours, 1 day, or 3 days.

By putting items on reserve and giving them shorter loan periods, your prof makes it possible for everyone in the class to borrow these items.

You'll also be able to see the call number, which tells you where the item is held. For example, UWP means the item is in the Dana Porter Library.

You can also click on the title of the book to see if the item is currently available.

Once you know which library has the item you want, take your WatCard and the call number to their circulation desk.

Reserve items are kept behind the desk, but library staff can quickly get the item for you if you have the call number.

Reserves may be taken out of the library, but must be returned to the location where they were borrowed.

Late fees for reserve books are 5 cents per minute for 1 hour and 3 hour loans, and \$20 per day for 1 day and 3 day loans, up to a maximum of \$100 per item.

If you have any other questions about accessing course reserves, just ask a librarian. We're happy to help!