

How do I find something on Reserve?

Sometimes professors put class readings and study materials on reserve at the library, and you have to go to the library to get and use those items. A reserve item could be a video to view for class, an important article, chapters from a textbook, etc. These materials are put on reserve for a number of reasons -- there may be only one copy of that item that the whole class must use, the item may be the professor's personal copy, or the professor wants to ensure the availability of reading materials for a large class.

To find out what items your professor has put on reserve connect to [PITTCat](#), and from the PITTCat main screen choose Course Reserve. You can search for reserves by instructor's name, by department, or by course title/number – just highlight your selection in one of the drop-down menus, and click on Search. You should get a list of items on reserve. Click on an entry to see a full record, and ***write down the title and call number on a slip of paper***. Give the slip to one of the staff at the Reserve Desk, who will retrieve the item(s) for you. If you have trouble locating reserve materials for your class, please ask a librarian for help.

Reserve items must be used within the library, and are usually not allowed to leave the library. When you use a reserve item, it will be checked out to you to use within the library for two hours. If the reserve reading is really large or long, you can use the photocopiers in the library to copy the item for later reading. At the end of the two hours, return the item to the reserve desk. Fines for overdue reserve items are \$.60 per hour per item.