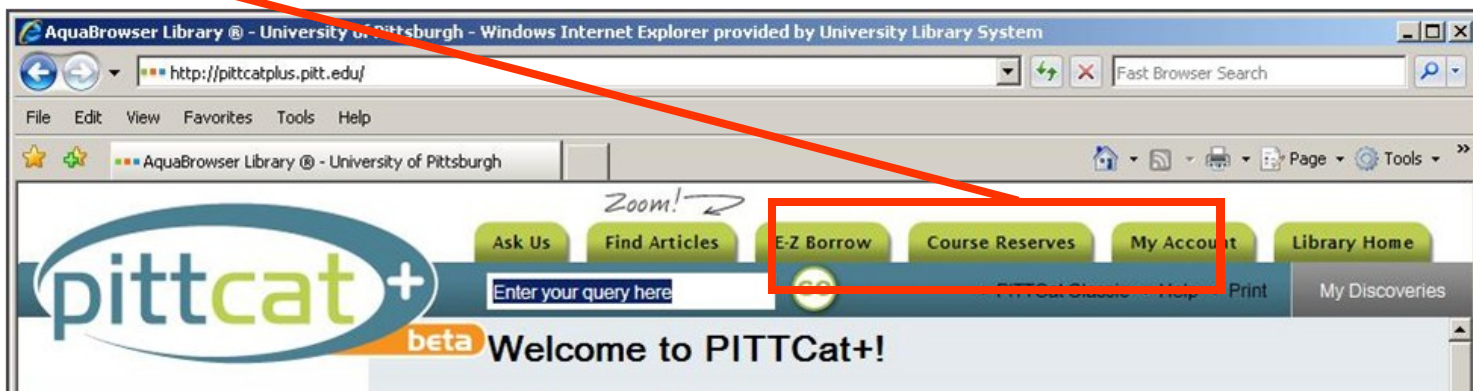


Student Guide to: Finding Course Reserve Materials


1 Connect to PittCat+



2 From the PITTCat+ main screen choose the green "Course Reserves" tab at the top of the page



3 Items can be searched by instructor's name, by department, or by course title/number



A screenshot of the search interface. It features four dropdown menus labeled "Instructor:", "Department:", "Course:", and "Section:", each with "Any" selected. Below these is a "50 Records per page" dropdown. A red rectangular box highlights the "Search" and "Reset" buttons. A red arrow points from the "3" in the previous step to the "Search" button.

Make your selections using the drop down boxes then click on "Search"

over 

4 Click on an entry from the results list to see a full record, including call number for that item

#	Title	Department	Course	Section
<input type="checkbox"/> 1	*E-RESERVES FOR AMERICAN POLITICAL PROCESS*	UPJ: PS	0206: AMERICAN POLITICAL PROCESS	
	Location: Electronic Reserve Call Number: AMERICAN POLITICAL PROCESS Status: Click title for details.			
<input type="checkbox"/> 2	Balanced budgets and American politics / James D. Savage.	UPJ: PS	0210: National Policymaking	
	Location: Johnstown Campus Library Reserves -- RESTRICTED CIRCULATION Call Number: HJ2050 S28 1988 Status: Not Checked Out			
<input type="checkbox"/> 3	Balanced budgets and american politics	UPJ: PS	0210: National Policymaking	
	Location: Johnstown Campus Library Reserves -- RESTRICTED CIRCULATION Call Number: W - 034 Status: Not Checked Out			
<input type="checkbox"/> 4	Federal budget : politics, policy, process / by Allen Schick, with the assistance of Felix LoStracco.	UPJ: PS	0210: National Policymaking	
	Location: Johnstown Campus Library Reserves -- RESTRICTED CIRCULATION Call Number: HJ2051 S3424 2000 Status: Not Checked Out			

Write the call number for the item on a slip of paper and give it to one of the staff at the Reserve Desk, who will retrieve the item(s) for you

5



++ If you have trouble locating reserve materials for your class please ask one of the library staff for assistance. ++

++ You must have a valid PittID card. ++

++ Only two print reserve items may be checked out at one time. Most items are for in-library use only. ++

++ Fines for reserve items are \$1.80 per hour per item for two-hour loans and \$1.00 per day per item for 3-day and 7-day loan periods. There is no grace period on reserve materials. ++