

## Searching Course Reserves: Library Catalog

### Performing a Course Reserves Search

1. Go to the Library Catalog at <http://library.gmu.edu> , click on **Library Catalogs**, click on **George Mason Library Catalog**, then click on **Course Reserve** to begin searching.
2. Using the drop down boxes, select the **course** and/or the **instructor** then click **Search**.
3. Search results are displayed as an individual record or as a title list for more than one reserve item. Click once on a specific title to view the bibliographic record.
4. Each bibliographic record contains: the **author name, title, location of reserve, call number**, and the **status** of the reserve item. If selecting more than one title please note that each item will have a different call number. Please check the status to ensure the availability of the item. If the item is charged be sure to check for the time when the item will be returned. Materials are charged at a first come first serve basis.
5. To retrieve the course reserve item, write down the **call number** and note the primary material type (**i.e. book format or media format**) then go to the **Circulation/Reserve** desk of the location specified in the individual record. University users are required to use their GMU ID to charge materials. Other type patrons may use their special borrower's ID. Valid ID's are required.
6. To return to the list of course reserve titles, click on the **Titles** button at the top of the screen.

### Course Reserves on the Web

Selected course reserve items are available on the Web in **PDF** format allowing you to view and print the items remotely or at your library workstation. See the handout entitled **Electronic Reserves** for more information.

### Loan Periods and Overdue Fines

Most reserve materials are for Library use only and are loaned for 2 hours for print materials and 4 hours for media. Loan periods may also vary from 1 day, 3 days or 1 week. Overdue fines for any reserve item are 4 cents per minute per item or \$2.40 per hour.

*If you need additional assistance or information, please ask for help at the Reference Desk.*