

## “Does the library have my textbook?”

Hello. This quick video will show you to find out if the library has the textbook for your class.

Whenever we're looking for books, we'll use the library catalog. When we're looking for textbooks, we'll click on reserves. The word Reserves just refers to items that your instructors have placed in the library. We then have the option to search by the course, by the name of the instructor, or by keyword.

So if I want to know if the library has the textbook for my math 100 class, I'll put in math 100. I'll click on the link for ARC. I can then see a list of instructors who have placed items on reserve. If I see my instructor, I'll click on that link. If your instructor is not on the list, we'd look through the list to see if a different instructor has put the book you need on reserve. So if I didn't see my instructor's name here, but I knew I needed Beginning Algebra by Lial, I'd look through the names until I saw that book. Once you find the book you need, you'll check to see if it's available, and write down the call number of the book. You'd then go to room 603 and tell the library staff the call number of the book you needed and they would get the book for you.

While you can search by instructor, keep in mind that it's possible that a different teacher might use the same book, so if you don't find what you need, try searching by course or by keyword.

If you have any questions, please stop by room 605 to speak with a librarian, or contact a librarian through one of the options on the library's Ask a Librarian page. Thanks.