

Welcome to this ECU library production on finding items on reserve in the ECU library catalogue.

Often a lecturer will put high demand items on reserve so that all students will have a fair chance to use them. A list of these reserve items will often be posted onto the unit's area in blackboard, but it is quite quick and easy to find a list of these items by using the ECU library catalogue.

Starting at the library's catalogue page, the first thing you must do is click on the reserve tab, which will bring you to the reserve readings area of the catalogue. Once at the reserve items section of the catalogue you can look up the list of reserve items for your unit either by unit code, unit name or lecturer's name.

To look up the list by unit code you need only type the code into the search box and click submit

For example if I type in TSM3106 I will be brought to the list of reserve readings for Lynette Sheridan's Cultural Tourism iii unit.

Returning to the reserve area of the catalogue I could get to exactly the same list by typing in the name of the unit: cultural tourism iii.

I could also access all the units taught by Lynette Sheridan by typing in her name under the lecturer tag, using the surname first followed by her initial, Sheridan, L.

This will bring up a list of the all units for which Lynette has a reserve reading list. On top we can see TSM3106. By clicking this we will get to exactly the same list we have accessed by searching for unit code or unit title.

Let us now take a closer look at this list of reserve readings.

There are three different types of reserve readings that can be put on the list, two of them are electronic, and one of them is a physical hardcopy. We can tell which type we are dealing with by looking at what is listed as the items call number.

Let us look at the physical hard copy first. When we are looking at a hard copy we will find the call number consists of the campus name, which collection it is in (in this case obviously it will be in the reserve collection) and the call number. If it then says "Check Shelf" you know there is a physical copy of the item in the reserve collection. If you go to the reserve counter at the library where the item is kept you will be allowed borrow the item for 2 hours within the library, reserve items are not allowed be taken from the library building.

It is still worth clicking on the title link though, as this will bring you the items record in the catalogue and very often, as well as a copy of reserve you will find there are also copies in the main collection that can be borrowed and taken out of the library.

If there is no call number for the item, and the format says “electronic copy available” this means that ECU has made a copy of the item and put it in our reserve collection. If you click on the title of this item you will be asked to authenticate yourself by using your ECU login name and password. As an education institute ECU has been allowed copy many items, but for copyright reasons we must keep these items on a closed network and only give access to registered ECU students and staff. After logging in the article will appear on your screen in PDF format within Adobe Acrobat reader. From here you can print the document, email it to yourself, save it to disk or read it from the screen.

Returning to the reserve reading list we find the final format of reserve reading. This is a link to an article on one of databases to which ECU subscribes. Clicking on the title link will bring you to the record for the article within our catalogue and from here you just click the link to go to the article within the database. If you are using a computer on campus you will go straight to the article but if you are off campus you will have to authenticate to our network using your ECU login and password, again this is for copyright reasons. The database will open and show the article your lecturer has put on reserve. Once again you will have the options of reading the article online, emailing it to yourself, printing it or saving it to disk.

Using the reserve area of the catalogue is the easiest way to get access to books and articles that are in high demand for your course, and will stop you having to wait for borrowed copies of the items to be returned by other students.

Thank you for watching this ECU library production on accessing reserve readings from ECU library.

If you would be interested in checking out our other productions please visit the library homepage at www.ecu.edu.au/library.

