Using Course Reserves

1. Wondering where you can find research material specific to your course? Welcome to Course Reserves!

2. Course Reserves is supplemental material set aside by instructors for “outside the classroom” instruction.

3. They may be either San Jose State Library-owned material or the instructor’s personal material.

4. Course Reserves contain books and articles. It also includes online/electronic formatted material.

5. All SJSU students can use Course Reserves materials.

6. Public library card holders may use SJSU library-owned material under the same loan limitations as SJSU students.

7. Patrons with temporary borrower status are not allowed to check out Course Reserves materials.

8. To find the specific reserve item you want, begin at the library home page, library.sjsu.edu (http://library.sjsu.edu/). Click on Services then the Course Reserves link (http://library.sjsu.edu/course-reserves/course-reserves).

9. At the bottom of the page, you’ll see Look Up Reserve Material. This search box lets you search for an item either by course name or by professor name.

10. To search by professor, type in the last name of your instructor, select your professor in the list, then select the name of the course and document needed.

11. If you wish to search by course, just type in the department and number of your course, then select the item you need.

12. Course Reserves can be in either print or electronic formats. The formats are indicated on the catalog page.

13. If the document you want is in a print format: check its availability, and write down its call number.
14. Then ask for it at the Circulation desk on the first floor of the King Library. This is the only location to check out and return Course Reserves material.

15. You are entitled to check out:
   • 2 books / CDs / Videos and/or
   • 5 personal folders

from the Course Reserves at one time.

16. There are different loan periods for Course Reserves materials. These are assigned by instructors.
   • 2 hours in-house use: may only be used in the library
   • Regular 2 hour, 1 day and 3 day loans: may be used outside the library
   • Regular 2 Hour loans may be kept overnight if checked out less than two hours before the library close

Attention: fines apply if documents are checked-in late!

17. Once you’re done, Course Reserves materials must be returned to the King Library Circulation desk. These materials should be placed in the Reserves designated book drop at the desk or handed to a staff member.

18. It is not possible to hold or place a request on course reserves, or to renew them: Patrons who wish to continue using a document should wait at least an hour before checking out the material again in order to give other users access to the material.

19. Some of the items in Courses Reserves are online. This means you can access them and print them directly from your computer. These items are in PDF/Adobe Acrobat format. You will need this reader to view and print them (it can be downloaded for free at http://www.adobe.com/).

20. Unfortunately, there is a problem accessing Electronic Reserves using Safari on Macintosh computers. Until we resolve this issue, we recommend using other web browsers like Internet Explorer or Mozilla Firefox to access E-reserves.
21. If an electronic copy is available, you will see the message: 

*ELECTRONIC COPY AVAILABLE

22. Click on the title link. This will be displayed as: View or Print: Title

23. Once you click on this link, you will be at the logon screen:

24. Click in the name box and type your last name, then tab to the University ID box and type in your number. The University ID number is on the back of your campus Tower card.

25. Tab to the PIN box and type in your library PIN code. If you don't have a library PIN, type in what you would like it to be, and the system will prompt you to create one. Simply type your PIN twice more in the blank text fields to confirm your selection.

26. Click on the SUBMIT button. Please read the warning concerning copyright restrictions before printing articles.

27. The document is displayed page by page. Use the icons directly above the visible page to manipulate the image or print the document.