Reserve

What are Reserve items?

Books and DVDs that are likely to be in high demand for your course may be put on Reserve.

- Each Dunedin campus library (except Hocken Collections) has an area where Reserve items are shelved.
- Reserve items are available for two hour (books) or three hour (DVDs) loans.
- You can issue, renew and return books yourself using the self-check machines in the Reserve area at most libraries (in the Law Library please request items at the desk).

Remember to check the receipt for the due time – the fine for overdue Reserve items is 10c a minute.

- You can renew a loan before the due time, unless there is a previous booking on the item.

How do I find Reserve items?

- Use the Reserve link under the search box on the Library home page to find Reserve items by course code.
- The results list will show what’s on Reserve for that course. If there’s a lot of items, use the filters on the left hand side to refine your results.
- The record will show which libraries the item is held at. Click on ‘Available in the Library’ to see more information about availability and location.
- Note down the call number – the series of letters and numbers next to the item location – in this example it’s HG3881.PL97 2006. This will tell you where to find the item on the shelf.
How do I book a Reserve item?

- Find the item you want using Library Search | Ketu or Reserve search.
- Click on ‘Sign in for request options’.
- When you’ve signed in, you’ll see the Availability box again.
- Click on ‘Request’.

You’ll see the bookings screen:

- Choose ‘Booking’ as the request type.
- Click on ‘Check availability’ to see when the item is available.
- Choose your pickup location, if the item is held at more than one library.
- Choose your start and end times: Bookings need to start and end on the same day and be for two hours (three for DVDs) or less.
- When you’ve placed your request, you’ll see a message if your booking was successful.
- Sign in to ‘My Library Account’ on the library home page to check or cancel bookings.

*Remember to sign out when you’re done!*