

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.

International finance
Keith Pilbeam 1961-
3rd ed. Houndmills, Basingstoke, Hampshire ; New York : Palgrave Macmillan 2006

● Available at Central Library Reserve **HG3881 .PL97 2006**

Available in the Library Details

Sign in for request options Actions X

Location Central Library Reserve **HG3881 .PL97 2006** Hide Details

Availability: (2 copies, 2 available, 0 requests)

1 - 2 of 2 Records

Type	Policy	Description	Status
Book	Sign in for loan details		Item in place
Book	Sign in for loan		Item in place

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:

The screenshot shows a library item page with the following details:

- Item:** Ki te whaiao : an introduction to Māori culture and society
- Author:** Tania Ka'ai
- Publisher:** Auckland, N.Z. : Pearson Longman 2004
- Availability:** Available at Central Library Main (3 Day Loan) DU464 .KF17 and other locations.

The interface includes two tabs: "Available in the Library" (selected) and "Details".

Request details:

- Request Type:** Radio buttons for "Hold" and "Booking" (selected). A dropdown menu is below.
- Material Type:** A dropdown menu.
- Pickup Location:** A dropdown menu showing "Central Library".
- Check availability:** A button highlighted with a red box.
- Start Time:** Date: 02/12/2016, Time: 10:00.
- End Time:** Date: 02/12/2016, Time: 12:00.
- Comment:** A text input field.
- Buttons:** "Request" and "Cancel".

- 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!