

How to Find Reserve Materials for your Course

Reserve materials are library books, multimedia, textbooks, or articles that your instructor has designated especially for your course. These materials are available from a specific library's circulation desk (e.g., science course items are usually put on reserve at the Engineering & Science Library). They can be borrowed for limited amount of time.

1. Go to the Queen's Library homepage: <http://library.queensu.ca>.
2. Click on **QCAT Library Catalogue**.
3. The default page for QCAT will appear. Click on the grey tab labelled **Course Reserve Readings**.
4. Choose your course code from the drop-down list (see diagram). Click on **Search**.

You are searching: Queen's University Library Catalogue (QCAT)

5. A list of all the items on reserve for your course will appear (see below). Click on the title to access electronic books and journals. For each non-electronic item, a location and call number are given. Click on the title to find out how many copies of an item are available and if any are already signed out. To retrieve the book or article you want, **copy down its call number**, and go to the listed library's circulation desk. The desk staff will retrieve the items and sign them out to you. All reserve items are shelved by call number, not by title or course, so please give staff the call number, not the title or course code, so they can quickly find the item. Up to 3 reserve materials may be borrowed at any one time.

#	Title	Department	Instructor	Section
<input type="checkbox"/> 1	Companion encyclopedia of the history of medicine / edited by W. F. Bynum & Roy Porter.	ANAT: ANATOMY	MCKENZIE, L	
	Bracken Health Sciences - Reserve (1 hour loan)		Call # - WZ13 . E565 1993	Multiple volumes: see record for details

6. Be sure to return borrowed material on time: there are fines for overdue items. For items with 1 or 3 hour loan periods, the fine is 2 cents per minute; for 1 or 3 day loans, \$12 per day.