How can I tell if the Library has my textbook on Course Reserves

1. Find the OneSearch box on the Library’s homepage and select the **Advanced** search option. Select **Textbook Reserves**.

2. Conduct an instructor search with your name.

3. If your name returns no results, try conducting a search on your course code or course title (Note that you need to enter the course code or the title of the course as it appears in the class schedule. For example, ENG 001A or English Composition, etc.).

4. If the search on course code or title returns results and your textbook is listed, please contact Tina Boghozian to inform her that you are using this textbook for your course and she will add your name to the record.

5. If your course is not listed or if your textbook is not listed for the course, conduct a search on the textbook title to see if the Library owns a copy of your textbook:
   a. Change the search from Textbook Reserves to **Books & Material at the Library**.
   b. Type in your title
      i. If the Library owns the textbook, email Tina Boghozian to let her know (include the name of your course in the email)
      ii. If the Library does not own the textbook and you would like to request it. Fill out the **Textbook Request Form** on the Faculty Services page.