



Finding a Textbook on Reserve

1. On the Chaffey College Library Homepage (www.chaffey.edu/library), click on the **Catalog** link.

Research:

- Find Books, Videos: [Catalog](#)
- Find Articles, eBooks, eRes (Electronic Reserves): [AGent](#)
- [Database List](#)
- [Internet Resources by Subject](#)
- [Other Libraries](#)

Library Services:

Limit results by Publication Year: >...

Limit results for Library Catalogs:
Click buttons to display/set your choices:
Scoping in:

2. Click on the button labeled **Material Type**.

Item Material Type

- Book
- Compact Disc
- DVD
- Periodical
- Reserve
- Video Tape

3. Select **Reserve** from the list under **Item Material Type** in the pop-up window that comes up and then click on the **Submit** button.

Search For

in

And Or Not

in

And Or Not

in

Sort By


4. Type in the title of the book in the top search box. Select **Title** from the pull-down menu to the right and click on the **Search** button.

5. The title is in blue in the results page; the edition and publication year are also listed.

Location	Call Number	Barcode
Chaffey College Library - Chaffey Library - Circ Desk	RES 512 TOM5-1 c.1 (Personal Copy)	3588500171008
Chaffey College Library - Chaffey Library - Circ Desk	RES 512 TOM5-1 c.2 (Personal Copy)	3588500171033
Chaffey College Library - Chaffey Library - Circ Desk	RES 512 TOM5-1 c.3 (Personal Copy)	3588500162871

[Student solutions manual for Kaufmann and Schwitters' algebra for college students.](#) ; Sc States :

Location	Call Number	Barcode
Chaffey College Library - Chaffey Library - Circ Desk	RES 512 TOM5-1 SM (Personal Copy)	3588500168302



6. Make a note of the **Call Number** of the reserve material, the staff at the Circulation Desk will need this number to retrieve the item for you. You will need to present your **Chaffey Student ID** to use reserve material, staff are unable to hand over reserve material without a Chaffey ID card. Most reserve material is available for an hour use within the Library.

Don't know the title of the textbook you're looking for?

The **Chaffey Bookstore** (<http://books.chaffey.edu/>) has a search engine on its site where you can search for the titles of the required and optional textbooks for a course. Click on **Textbooks** on the top of the Bookstore homepage to access this resource.

If you need additional help, please call (652-6808), email (library@chaffey.edu), or come in to the Reference Desk at the Chaffey College Library.