

How to Access Your Reserves

Physical Reserves

To see a list of the material you have on physical reserve please search the Ames Library catalog. Follow the link for [Course Reserves](#), and use the search fields to find your course by course number, instructor or department. Once you have made your selection click “Find” to view a list of the items on reserve.

Physical reserves are temporarily shelved at the Ames Library circulation desk and usually available for check out for a 2-4 hour time period. Faculty or students with disabilities can ask for an extension of time if material will be needed longer.

E-Reserves

To view material on E-reserve, go to the [Electronic Reserves](#) course search site:

- To search by name, select the tab “course pages by instructor” and use the drop down arrow to search for your courses by name.
- Click “Search” to display a list of the courses on e-reserve.
- Select the link for the course you wish to view.
- Enter your password at prompt for access to the course list.

For easy access, the link to [Electronic Reserves](#) can be included in your syllabus and posted on a Moodle or MyIWU page created for your courses. Use these links to access [Moodle](#) or [MyIWU](#).

For questions or additional information please contact the [Reserves Department](#).