



How to find material placed on Reserve by your Professor

1. Go to the Library's homepage: http://www.ubishops.ca/library_info/
2. Click on Library catalogue (Boris)
3. Click on the Course Reserves tab on the right hand side of the screen.
4. You will get another screen, click on the drop down menu that has Keywords in it and choose Instructor Keywords.
5. Enter the last name of your Instructor.
6. If the Instructor has more than 1 course listed you will have to select the course.
7. Click on the link to your course beside Reading List.
8. Scroll through the list of books, click on the title of the book to get the call number and to check the status of the book.
9. Write down the call number of each item that you wish to take out and take it to the Circulation desk along with your ID card.