Searching for Course Reserves on the Bellevue College Library Website

Course reserves are a curated collection within the Bellevue College Library established in collaboration with instructors and faculty. The Course reserve collection aims to connect students with essential materials for their courses. The collection includes a variety of resources, such as books, excerpts, visual aids, and models. By placing these materials on reserve, instructors can ensure students convenient access to course-related content at no cost.

To place an item on reserve, or to learn more about our Course Reserve guidelines, visit the Library Faculty Resource Page.

How To Search for Reserves

1. Visit the Bellevue College Library Website here or go to https://www.bellevuecollege.edu/lmc/

2. From the main page, select ‘Course Reserves’ from the search bar.
3. Enter the **Course Code** (Department Abbreviation + Course Number), e.g., PHYS 121 for Physics 121

4. To search for items under a specific class or instructor, select ‘**Advanced Search**’ from the drop-down menu.

5. Select the field labeled ‘**Course Name**’ or ‘**Course Instructor**’ from the bottom of the drop-down menu.
   a. To search by Course code, enter the course code (Department Abbreviation + Course Number) in the search box labeled ‘**Course Number**’. You can choose the and/or/not drop-down menu to refine your search.

   b. You can also select the ‘**Course Instructor**’ option from the dropdown menu. Enter the instructor’s name under the search field and push the search button when complete. **Scroll down for your results.**
6. Click on the title of the item you are searching for to see specific holding details.

7. To view details, scroll down to the ‘Locations’ section to see availability and loan details.
FAQ

• **How Do I Access Reserves?**

The reserves collection is located behind the main circulation desk on the first floor of the Bellevue College library.

To access reserve materials, speak with a staff member at the desk.

• **How Do I Place Items on Reserve for Students?**

Reserves can be placed via the [online submission form](#) on the Faculty/Staff Resources page on the library website. For more information about how Reserves, visit the [Course Reserves Guidelines](#).

• **How Long Can I Borrow Reserves Items?**

The lending period for Reserves items is chosen by the course instructor.

**Lending Periods for Course Reserves Items**

- 2 Hour Reserve (Library Use Only)
- 2 Hour Reserve (Can Leave Library)
- 3 Hour Reserve
- 2 Days
- Overnight Loan
- 3 Days