



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.

Search for Bellevue College Library Resources

Search All Books and Media Articles **Course Reserves**

Search



3. Enter the **Course Code** (Department Abbreviation + Course Number), e.g., PHYS 121 for Physics 121

Search for Bellevue College Library Resources

Search All Books and Media Articles Course Reserves

phys 121 Search

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

Search for Bellevue College Library Resources

Search All Books and Media Articles Course Reserves

Search

Advanced Search

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.](#)



NEW SEARCH COURSE RESERVES JOURNAL LIST SEARCH BY CITATION BROWSE

Search for: ☐ Search All ☐ Books and Media ☐ Articles ☒ Course Reserves

Search filters

Course Instructor contains Enter a search term

AND **Course Name** contains Enter a search term

+ ADD A NEW LINE CLEAR

Material Type
All items

Language
Any language

Start Date:
Day Month Year

End Date:
Day Month Year

SEARCH

6. Click on the title of the item you are searching for to see specific holding details.

phys 121 Course Reserves ADVANCED SEARCH

that contain my query words anywhere in the record

0 selected 2 Results

1 BOOK **PHYSICS** HALLIDAY 2000 COURSE
Available at Bellevue College Library Circulation Desk-Reserve Collection (RES PHYS 121-123)

2 BOOK **PHYSICS** RESNICK 2000 COURSE
Available at Bellevue College Library Circulation Desk-Reserve Collection (RES PHYS 121-123)

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

Find in Library

LOCATIONS

Bellevue College Library
Available, Circulation Desk-Reserve Collection; RES PHYS 121-123



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**