

Finding Books on Course Reserve

Screen shots	Script
<p>Title shot</p> <p>Montage: circ desk of Killam, Kellog and Sexton</p>	<p>For some classes instructors will put items, such as books, journal articles, music or video on reserve. These items are held in the library and are loaned out for short periods of time, from 2 hours to seven days.</p> <p>Fines are charged for overdue material.</p> <p>Each of Dalhousie’s libraries has a reserve collection for their subject areas, which is housed behind the reference desk.</p>
<p>Library Homepage</p> <p>Click “Reserves”</p>	<p>To find a book that your instructor has put on course reserve click on “Reserves” from the library’s homepage.</p>
<p>Course Reserve search options: highlight with callout.</p>	<p>You can search by your instructor’s name, the course name or the title of the specific item from your reading list.</p>
<p>Type in “hist”</p> <p>Click “Go.”</p>	<p>To search by the course name, you can type in the abbreviated course code.</p> <p>Click Go.</p>
<p>Click on HIST 3050</p> <p>Scroll results</p>	<p>This screen shows a list of history courses...</p> <p>...clicking your course code from this list will bring you to the list of items that have been put on reserve for the course.</p>
<p>Callouts</p>	<p>To borrow an item, bring your Dal ID card to the circulation desk along with the title of the item, and the call number from the location field.</p>
<p>End shot</p>	<p>This has been a brief introduction to course reserves.</p> <p>If you need any other assistance please contact one of our reference desks or get online assistance with our LiveHelp service.</p> <p>You may also want to view some of our other libcasts on doing library research.</p>

Production Details:	Checklist:
---------------------	------------

<p>Length – 1:17 BooksReserve.m4v Opens with: iTunes Size: 3.08 MB</p> <p>BooksReserve.wmv Opens with: Windows Media Player Size: 1.28 MB</p> <p>BooksReserve.swf Opens with: Macromedia Flash Player Size: 7.9 MB</p>	<ul style="list-style-type: none"><input type="checkbox"/> edited the HTML file for title, author and meta tags<input type="checkbox"/> script updated<input type="checkbox"/> added author info on produced files as “Dalhousie University Libraries”
--	--