

Finding Reserves

Print Materials, CD's, DVD's, etc.

Books, scores, CD's, DVD's, etc. on reserve are shelved in call number order and not by professor or course. For the fastest service, please follow these steps to locate the call number for your reserve item.

1. Go to the Music Library's homepage: <http://www.lib.washington.edu/music>
2. Click on the link for *Course Reserves* located under the heading "Search the Catalog".
3. Under the heading "Locating Reserves: Print Reserves" you have the option of searching by *Professor* or *Course*.
4. To search by professor, type the name of your professor and click the submit button. To search by course, type the course number (ex. MUHST 509).
5. Some instructors may have more items for more than one course on reserve. Click on the link for your course number.
6. Locate the item you are searching for on the list of reserve materials. The list will be sorted in alphabetical order by title. You may sort the list by author by clicking on the *Author* button.
7. Under "Call #" you will see the location of each item.
 - *Music Reserve* = upstairs Music Library (Room 113)
 - *Music Listen Ctr Reserve* = downstairs Music Listening Center (Room 19)
8. Under "Call #" locate the call number for your item. If the item has an *AVAILABLE* listed after the call number you may check it out. If the item has a date or time following the call number, it is currently checked out to someone else.
9. Bring your call number to the appropriate location to receive your reserve item.

Note: To access e-reserves, follow the "List of Electronic Reserve Materials for [course number]". This will take you any online readings or listening for the course. For more on e-reserves, see the following section.

Need held? Ask a Librarian <http://www.lib.washington.edu/music/ask.html>

Electronic Reserves (articles, streaming audio, streaming video)

1. Go to the Music Library's homepage: <http://www.lib.washington.edu/music>
2. Click on the link for *Course Reserves* located under the heading "Search the Catalog"
3. Under the heading "Locating Reserves: E-Reserves," click on the link for *E-Reserves*.
4. Log in using your UWNet ID and password.
5. Click on the link for *Electronic Reserves & Reserves Pages*.
6. To search by professor, type the name of your professor and click the submit button. To search by course type the course number (ex. Music 250).
7. Some instructors may have more items for more than one course on reserve. Click on the link for your course number.
8. A screen will appear explaining copyright terms of use. Read them and click "accept."
9. A list will appear with a link to the listening examples for the course and links to online readings if applicable. Online readings will be sorted by author. Click on the link for *Listening Examples* to access streaming audio.
10. Listening examples are grouped according to the course syllabus.

Need help? Check out our streaming audio troubleshooting page <http://lib.washington.edu/media/stream.html/> or Ask a Librarian <http://www.lib.washington.edu/music/ask.html>

Computers configured to stream audio are also available 24/7 in the UW Libraries.