

Searching the Library Catalog for Course Reserve Materials

To find out if an item has been placed on Course Reserve:

Access the NTC Library page at:

www.ntc.edu/library

Click *Search for Course Reserves*

Search for Course Reserves

Enter any of the following search terms and click the Search button:

Instructor's Name (Last,First **OR** First Last)

Course Number (include the dashes)

Course Name

Course Subject

Examples:

McDonald, Jeff **OR** Jeff McDonald

10-809-170

Tolerance & Inhumanity

Psychology

You may click into the results directly or click the Course Reserves icon (shown below) to see the status of the item. You may also click any of the links to the left of the search results list to view the current status of materials.

 Course Reserves

☐ Course

Course Reserve (4)

Psychology (4)

10-809-170 (2)

Tolerance & Inhumanity (2)

10-809-199 (1)

more >

☐ Instructor

McDonald, Jeff (4)

1000 W. Campus Drive, Wausau, WI 54401

NTC Library Hours

Fall & Spring

Monday – Thursday: 7:30 am – 9:00 pm

Friday: 7:30 am – 5:00 pm

Saturday – Sunday: 9am – 3 pm

Summer & Winterim

Monday – Thursday: 7:30 am – 7:00 pm

Friday: 7:30 am – 5:00 pm

Saturday: 9am – Noon



715.803.1115



library@ntc.edu

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NTCLibrary



Northcentral
TECHNICAL COLLEGE

Library

Course Reserves at NTC Library

What are Course Reserves?

Course reserves are materials set aside, at an instructor's request, for the use of students to support class instruction. The materials are kept in a separate location in the library and access to them is more restricted than regular library items. Materials typically have short loan periods and may also limit use to within the NTC Library.

NTC Student/Staff ID = Library Card

Present your NTC ID card at the library service desk to borrow materials.

You are responsible for all materials checked out on your account.

www.ntc.edu/library



What is the purpose of the reserve collection?

The reserves collection allows students convenient and easy access to high-demand materials. It acts as a backup source for students when textbooks are on order, back-ordered or out of stock at the bookstore or they are waiting to receive financial aid. Reserve materials are intended to supplement, not replace, course textbooks purchased by students. The NTC Library generally does not purchase course textbooks as they change too often to remain relevant to our collections.

What types of materials may be placed on reserve?

Library materials, as well as personal or department copies of textbooks, books, and media, may be placed on reserve.

What are the checkout periods for reserves?

The instructor placing the reserve chooses the checkout period for each item.

Options available for *student only* items:

Two-Hour Reserve Library Use Only
Four-Hour Reserve Library Use Only
One-Day Reserve (24 Hours)
Three-Day Reserve
One-Week Reserve
Two-Week Reserve
One-Month Reserve



(We recommend shorter rather than longer checkout periods so that items are accessible to more individuals).

Options available for *staff/faculty only* items :

Same as above and also:
One-Semester Reserve

Submitting Materials to Reserve:

Materials will be processed in the order they are received. Please allow up to 3 days for processing. You will be notified by email when your materials are available for student use.

Fill out one Course Reserve Form for each title submitted. You may print copies of the completed form to include with your materials or to keep for your own records.

Deliver reserve materials in person to the library or send them via interoffice delivery. Completed forms should be placed inside materials. Please indicate your name and mailstop on all materials sent through delivery.

Direct questions/materials to:

Attn: Elaine Rurode – Course Reserves
Mailstop: C178
ruode@ntc.edu



Online Course Reserves form:

[https://
ntcforms.formstack.com/forms/
course_reserve_request_form](https://ntcforms.formstack.com/forms/course_reserve_request_form)

715.803.1115