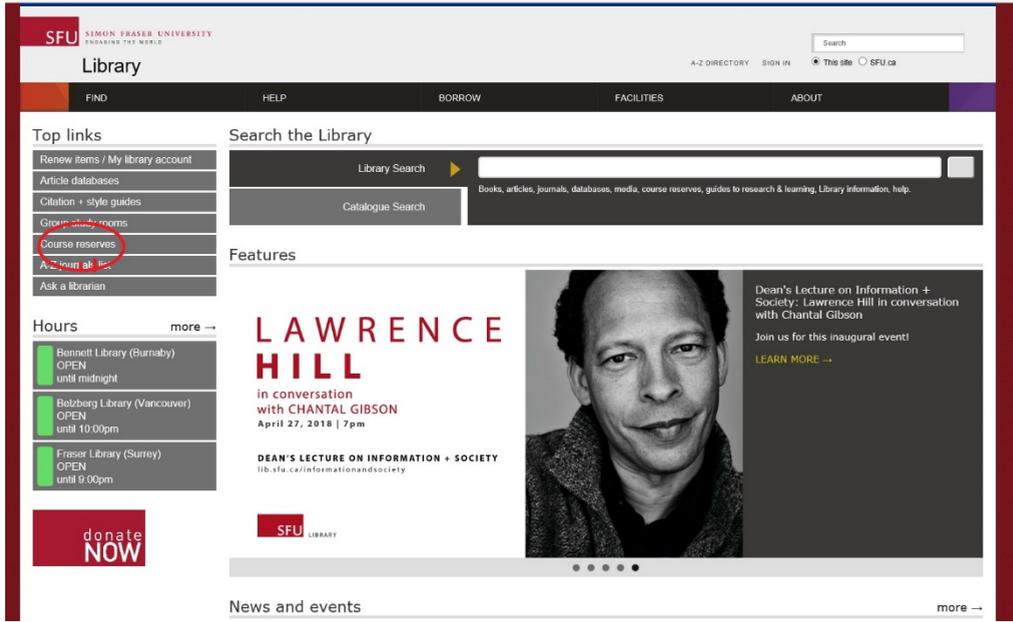


# How to search for course reserves

1. Go the library home page and click on the Course reserves link on the left hand side of the page



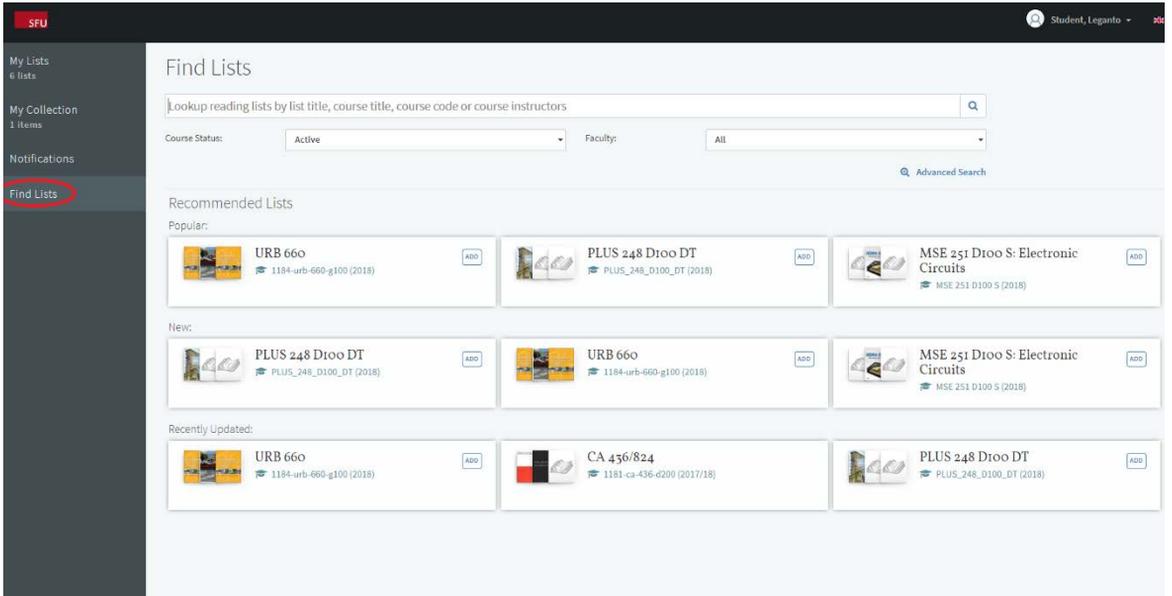
## 2. Click on the Reserves Logon link

The screenshot shows the SFU Library website. At the top, there is a navigation bar with 'SFU SIMON FRASER UNIVERSITY ENGAGING THE WORLD' on the left and 'A-Z DIRECTORY SIGN IN This site SFU.ca' on the right. Below the navigation bar, there are tabs for 'FIND', 'HELP', 'BORROW', 'FACILITIES', and 'ABOUT'. The main content area is titled 'Library Search' and 'Course Reserves'. Under 'Course Reserves', there are buttons for 'View', 'Edit', 'Revisions', and 'Clone content'. A section titled 'On this page' contains links for 'Finding Course Reserves', 'Faculty requests for additions to Course Reserves: New Course Reserves requesting system', and 'Help and contact information'. The 'Finding Course Reserves' section explains that course reserves are readings assigned by faculty. A red circle highlights the link 'Search for reserves in the Reserves system' in the text: 'Search for reserves in the Reserves system by title, course number, or instructor, or use Library Search.' Below this, there is a link for 'Borrowing materials from the Reserves collection.' The 'Faculty requests for additions to Course Reserves: New Course Reserves requesting system' section states that the library has moved to a new 'Reserves requesting system.' At the bottom, there is a 'What's new' section.

## 3. Logon to the Reserves system using your SFU computing ID

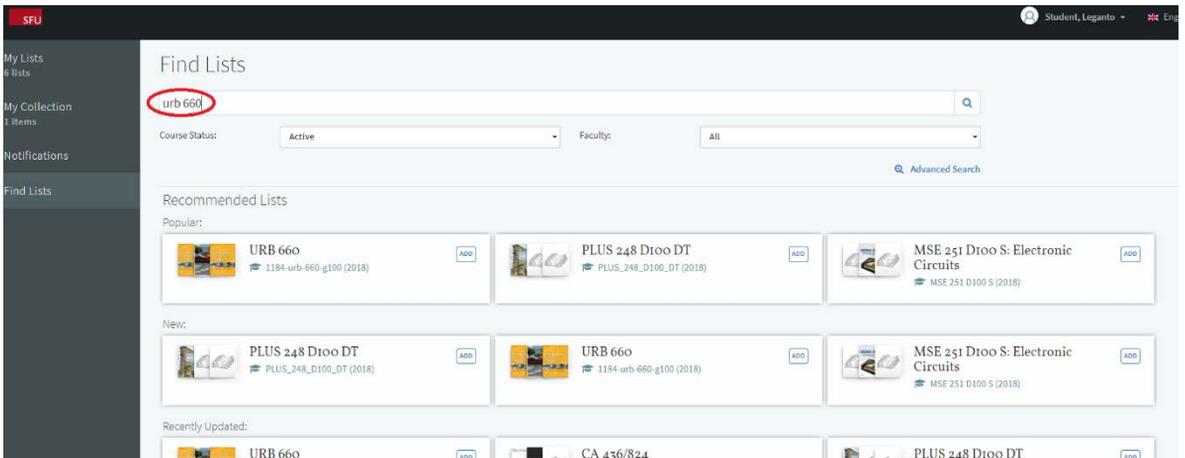
The screenshot shows the SFU Library website's sign-in page. At the top, there is a navigation bar with 'SFU SIMON FRASER UNIVERSITY ENGAGING THE WORLD' on the left and 'SFU Library' on the right. The main content area is titled 'Sign In'. It features a 'Username' field, a 'Password' field, a 'Warn me before logging me into other sites.' checkbox, and a 'Sign In' button. Below the sign in form, there are links for 'Forgot your password or computing ID?', 'Change your password', and 'Need help?'. A section titled 'PROTECT YOUR PASSWORD' provides information about password security: 'SFU will never request our users provide or confirm their Computing ID or password via email or by going to any web site. SFU users should ignore all messages requesting Computing ID and/or password information, no matter how authentic they may appear. More information on phishing.' It also states: 'Always check that your browser shows a closed lock icon and that the URL of this page starts with https://cas.sfu.ca and not some other address. If you're not sure, do not enter your password.'

## 4. Click on Find Lists



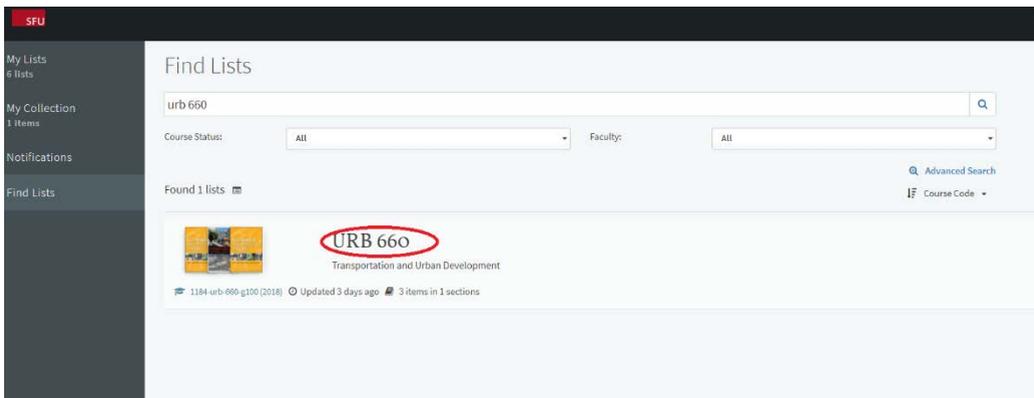
The screenshot shows the SFU Find Lists interface. The left sidebar contains navigation options: My Lists (6 lists), My Collection (1 item), Notifications, and Find Lists (highlighted with a red circle). The main content area is titled "Find Lists" and features a search bar with the placeholder text "Lookup reading lists by list title, course title, course code or course instructors". Below the search bar are dropdown menus for "Course Status" (set to "Active") and "Faculty" (set to "All"). An "Advanced Search" link is located to the right of the dropdowns. The "Recommended Lists" section is divided into three categories: "Popular:", "New:", and "Recently Updated:". Each category displays three list items with course codes and titles, and an "ADD" button. The "Popular:" category lists URB 660, PLUS 248 D100 DT, and MSE 251 D100 S: Electronic Circuits. The "New:" category lists PLUS 248 D100 DT, URB 660, and MSE 251 D100 S: Electronic Circuits. The "Recently Updated:" category lists URB 660, CA 436/824, and PLUS 248 D100 DT.

## 5. Search for the course whose reserve items you wish to find (you can search by course name, instructor name, etc.)

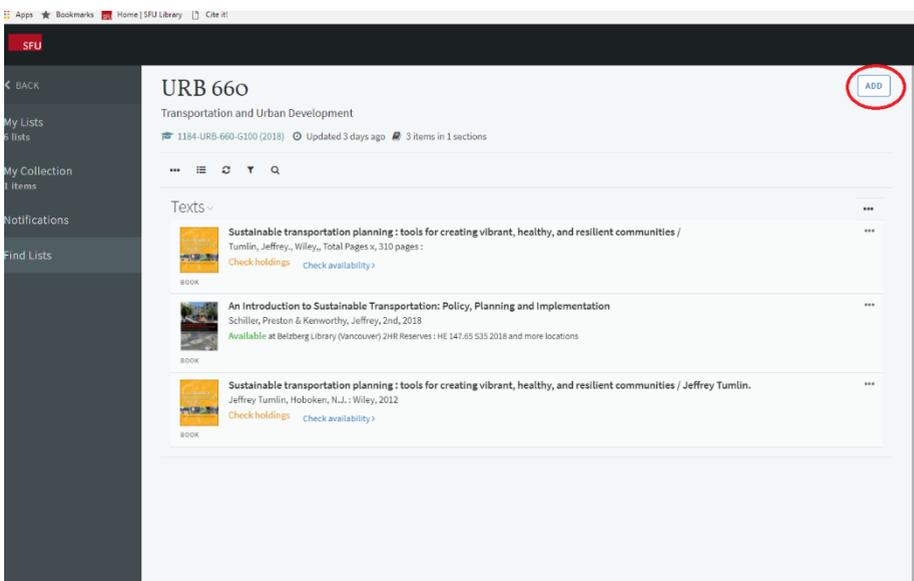


The screenshot shows the SFU Find Lists interface with the search bar containing the text "urb 660" (circled in red). The rest of the page is identical to the previous screenshot, showing the search bar, dropdown menus, and recommended lists.

6. The course reserve list will appear. If you click on the course the list will display all the items on reserve.



7. If you click on the Add button this list will be added to My Lists



8. This list will now be saved in My Lists and if you click on My Lists on the left hand it will display among your saved lists so next time you will not need to search for it.

The screenshot shows a web interface for a university library. On the left is a dark sidebar with navigation options: 'My Lists' (7 lists), 'My Collection' (1 items), 'Notifications', and 'Find Lists'. The 'My Lists' option is circled in red. The main content area is titled 'My Lists' and shows 7 lists. A search bar at the top contains the text 'testing student'. Below the search bar, five course entries are listed, each with a thumbnail image, a title, and metadata:

- testing student**  
Updated 13 days ago | 0 items in 0 sections
- GERO 810 G200 - Community-based Housing, Health and Support Services for Older Adults**  
Updated 2 months ago | 69 items in 10 sections
- CA 436/824**  
New Approaches in Moving-Images Studies  
Updated 4 days ago | 97 items in 5 sections
- EDUC 825**  
Second Language Learning and Education  
Updated 4 months ago | 6 items in 1 sections
- EVSC 300**  
Environmental Science  
Updated 3 months ago | 1 items in 1 sections
- URB 660**  
Transportation and Urban Development  
Updated 3 days ago | 3 items in 1 sections