



Locating Course Reserves

Course Reserves are located outside the Stauffer Reserve Room by the Circulation Desk. Course Reserve items check out for either 2 or 24 hours; 2 hour items must stay in the library. **You must check out all items removed from both Course Reserves and Stauffer.**

To locate Course Reserve items for your professor on **OSCAR**:

1. Go to <http://sculib.scu.edu> or <http://oscar.scu.edu>
2. Click on **Reserve Lists**
3. Click on either **by Course Name** or **by Instructor**
4. Select your course or professor if multiple options are listed

Items on Course Reserve for this professor's class will be listed; click on the item you need for more information:

- ❖ The item is available if **STAT** is "Check Shelves"
- ❖ The item is currently checked out if **STAT** is "due (date)/(time)"
- ❖ You can place a hold on items that are checked out at the Circulation Desk

Course Reserve items are shelved by professor last name or organization name. Santa Clara Law Review, Computer High Technology Journal and Santa Clara Journal of International Law Course Reserve items are shelved in the beige file cabinet.

No material is currently on Course Reserve for this class if a course record is not found on **OSCAR**. Speak with staff at the Circulation Desk if you need help or have questions.

In addition to physical Course Reserves in the library professors may also post items on **ClaraNet**.

To locate course items on **ClaraNet**:

1. Go to <http://claranet.scu.edu>
2. Click on **Main Index to Course Materials and Departmental Information**
3. From "Select an Instructor" locate your professor and click on **Go**
4. Click on the link for your course under "Course Name"
5. If prompted with a copyright law paragraph click on **Accept**
6. Click on the link for the document you need to open it

Some course pages and/or individual documents may require a password; please ask your professor for the password. Contact the Circulation Desk if you have questions.