Located near the Enquiries and Loans Desk, Reserve is a collection of high-demand print and audiovisual resources selected by lecturers. City Campus (Blake Library) also has an Open Reserve that allows clients to browse the shelves and borrow and return their reserve items.

**Borrowing from Reserve**

UTS and INSEARCH staff and students can borrow from Reserve.

Reserve items can be found in the Library Catalogue by searching for the particular subject name or number or lecturer name.  

www.lib.uts.edu.au → Catalogue

You may borrow:

→ one book for 2 hours  
→ one book overnight

Overnight loans can only be borrowed within 2 hours of Library closing time. Some items, including loose leaf material and lecturers’ personal copies, may not be taken out of the Library.
To borrow items you must have a current UTS ID card with you. You will also need the call number of the item if you wish to borrow an item from Closed Reserve.

**Booking Reserve Items**

Most Reserve items can be booked up to 1 week in advance. Ask Loans Desk staff for assistance.

Please collect items within 15 minutes of the booked start time or your booking will be cancelled so that others have access.

**Returning Reserve Items**

Return Reserve items on time to the Reserve in the campus library from where you borrowed them. **DO NOT** return items through the Library’s return chutes, including chutes in Building 1 and 10 at the City Campus.

Return overnight loans to Reserve within 1 hour of opening the next day. Overnight loans may be returned via the external chute only if the Library is closed.

**Late Return of Reserve Items**

Fines of $5 per hour (or any part thereof) will apply to items not returned on time. Staff and students who have fines of $30 or more will be blocked from borrowing Reserve items.

**Feature Films in Reserve**

Eligible students may borrow 2 Feature Film DVDs / videos for 3 days – no renewals.

Overdue films will incur a fine of $5 per day or part thereof.

**MORE INFORMATION**

For more information visit