

How to Request Course Reserve Materials

After signing up for a Course Reserve Card, DMHS Staff members can submit a request to the Librarian Instructional Specialist to pull Course Reserve Materials (Books, DVDs, CDs, Audiobooks, and E-materials) on topics of their choice from the Palomino Library shelves and from collections at other Scottsdale Public Library branch locations.

CONTACT INFORMATION

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TOP THINGS YOU NEED TO KNOW

- Course Reserve Requests need to be submitted at least five days in advance.
- On average, available materials arrive from other branch locations in two to three days.
- Course Reserve Carts are stored inside of Library Classrooms at all times.
 - Students can access these materials before school, after school, on the weekends
 - Different classes can share carts and work on the same topic at the same time
- You are not responsible for lost or damaged materials.

PLEASE PROVIDE

- Your Name and Department Name
- Your Class Titles and Grades
- The Assignment (E-mail Attachment or Physical Copy)
- Research Topics and Material Types Needed
- Dates Materials are Needed For
- Questions, Comments, Concerns, Ideas