Reserving Media for Classroom Screening:
A Library Guide for Instructors

- DVD and VHS titles that are on reserve for a course should be booked in advance to ensure that they will be on the shelf and available.
- Use the Harvest online library catalog to make a booking yourself.
- You must have a current library account to book media.
- If you wish to book an instructor owned copy, please contact Reserves directly.

To book an item in the Harvest online library catalog:

1) **Login** to the catalog ([http://harvest.lib.ucdavis.edu](http://harvest.lib.ucdavis.edu)) with your library card number and PIN.

2) Once you are logged in, **search** for the item you wish to book.
3) a: If there is more than one option, find the item you are interested in and **click** on the call number.

b: If your search term brought up a single title, **click** on the call number.
4) If the item is available for booking, there will be a ‘booking’ link on the left. **Click** on it. If you did not sign in, the “booking” link will not appear.

5) In the booking screen, **enter** the date/time you wish to use the item. The calendar in the lower portion of the screen shows whether the item is already booked, and if so, when. If the information you enter is valid, the ‘Go’ button takes you to a confirmation screen. **Click** ‘Go’ to reserve the title, or ‘Back’ to revise.
6) Once you have saved your booking request, the screen will note so on the calendar.

7) If you wish to cancel your request, you may do so via your account management tool.

8) Click on the item number.
9) Once in the booking record click on delete. The reservation will be canceled.

Please call (530) 752-2760 or come to the Shields Library Reserves desk if you have any questions.