

Exams on Reserve

Where are they? The Library houses exams in 2 different places, depending on how they were received.

--hanging files Faculty may send selected exams to be added to the reserve list for a course. Model answers sometimes will also be sent. These exams are put in folders and housed in the orange hanging files in the open reserve area.

--bound vols. Faculty may submit copies of their exams to be bound and retained in the Library. These bound volumes are in open reserves under the call number "Misc-Exams." Exams in bound volumes never include model answers.

[See other side for a map of the reserve area showing where these exams are located.]

How do I find out what is available? First, check the course reserve list for the course a faculty member is teaching. If selected exams have been sent to the library, they will be on the list with a reserve number. This number is the number of the hanging file in which the exam can be found.

Next, check the bound volumes on the reserve shelves. Exams are bound by semester. At the front of each volume is a list of the exams included in that volume. If two semesters are bound together, be sure to locate and check the list for each semester.

Exams for a given class can be found in either or both places; to find everything available, check both locations.

I can't find anything! Sometimes an exam has been sent but is not yet on reserve. Ask at the Main Desk Service Center; it may be that we are still processing it and will have it available shortly. Sometimes an exam has not yet been sent to the library; check back the next day to see if it was in transit. If you believe from a professor's comments that an exam should be here, ask to talk to or leave a message for the person in charge of reserves. She will contact the faculty member between the hours of 8-5, Monday - Friday to see if something has gone awry.