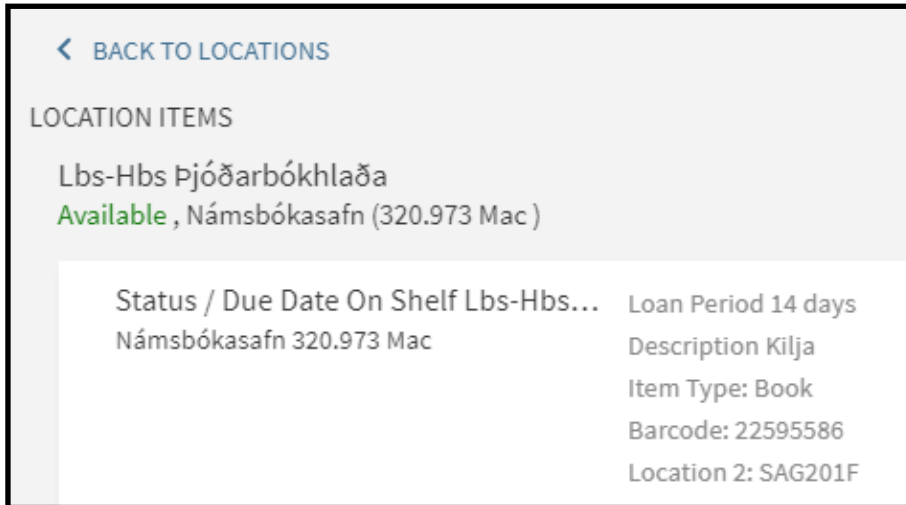


### **How do I find the textbook I need?**

You can see if a book is in The Reserve collection on [leitir.is](http://leitir.is). There you can also see how long the loan period is and to which course the book is registered.

Below is a preview of how an item in The Reserve collection appears on [leitir.is](http://leitir.is):



← BACK TO LOCATIONS

LOCATION ITEMS

Lbs-Hbs Þjóðarbókhlaða  
Available , Námsbókasafn (320.973 Mac )

Status / Due Date On Shelf Lbs-Hbs...	Loan Period 14 days
Námsbókasafn 320.973 Mac	Description Kilja
	Item Type: Book
	Barcode: 22595586
	Location 2: SAG201F

The book is registered in The Reserve collection (Námsbókasafn in Icelandic), the loan period is an on-site loan and at the bottom of Location 2 you can see to which course the book is registered.

**Information and assistance:** [namsbokasafn@landsbokasafn.is](mailto:namsbokasafn@landsbokasafn.is)

General information on library services and electronic databases can be found on [www.landsbokasafn.is](http://www.landsbokasafn.is)



## Reserve collection

The Reserve collection is situated on the 4th floor in Þjóðarbókhlaða. It consists of books and other materials that teachers at the University of Iceland have requested be made accessible to students in certain courses.

### ***What is The Reserve collection?***

The Reserve collection is a collection of books, DVDs and other materials that teachers at the University of Iceland have requested be made accessible to students enrolled in certain courses. The Reserve collection is situated on shelves opposite the service desk on the 4th floor of the library.

### ***How is The Reserve collection organised?***

The Reserve collection is on open shelves. The university schools are arranged alphabetically and each school is divided into faculties. You will find the course you are looking for on a marked shelf within the relevant faculty. DVDs are stored behind the service desk on the 4th floor, so they need to be requested from the librarian on duty.

### ***How do I use The Reserve collection?***

Reserve collection items are only intended for students at the University of Iceland. The books are accessible on open shelves so that students can find the text-books they need to use themselves.

### ***How is reasonable access ensured?***

It is very important that all books that are only for use within the library are returned to the right shelf so that other students can find them. The library has several copies of some books which might be located outside The Reserve collection and available for borrowing.

### ***Where do I return items from The Reserve collection?***

If the book is marked for use within the library it can be placed on a book cart situated by the service desk on the 4th floor. If the book is marked with a loan period, it is returned to the service desk on the 2nd floor like other library items.

### ***Can I reserve a book or renew a loan?***

Reserve collection items can not be reserved. A loan can only be renewed with written permission from the teacher.

### ***For how long can I borrow a book?***

All books in The Reserve collection have markers of different colours. They denote different loan restrictions:

- *Red marker: For use on site*
- *Pink marker: One-day loan*
- *Blue marker: Three-day loan*
- *Yellow marker: Seven-day loan*
- *Green marker: Two-week loan*

***Please consider the needs of your fellow students.***

***It is extremely important that all books are returned on time.***

**The fine for late return is 300 ISK per day per item.**