Tags are available in the Course Reserves system to simplify communication and speed processing of citations. There are currently four tags available and you may select as many tags as necessary for each citation.

**Personal Copy – Return at End of Term:** This tag indicates that instructor- or department owned copies of this citation will be provided. These materials will be picked-up by the owner at the end of the term.

**Needs Ordering:** While the library will review all citations and forward those not owned by UCD to library selectors for purchase decision, instructors may choose to use this tag to mark citations that are not owned or missing from the library collections.

**One Day Loan:** Use this tag to select a One Day loan period for the citation. If not tagged, citations will be available for the default Course Reserves loan period, which is a 2-Hour loan period for books and a 4-Hour loan period for media.

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