

Adding/Reactivating Items in Course Reserves

To access Course Reserves, go to reserves.library.emory.edu

Navigate to the request page: **My Courses > Course Home > Add/Reactivate Reserves.**

Choose to add **Physical** or **Electronic** items, **Reactivate from Previous Courses**, or **Apply Shared List**.



Physical Reserves

Choose physical reserves location and checkout period.

Specify how item will be supplied: library full-service, instructor to supply, or ask library to purchase.

Fill in item information fields, particularly required fields.

Specify if physical, electronic (page scans), or both needed. If electronic needed, specify page range.

Add any notes, tags, and need-by dates.

Click **Submit Item**.



Electronic Reserves

Choose item type: **Article**, **Chapter**, **Link**, **Multimedia**, or other uploading option.

Specify how item will be supplied: link, upload file, instructor to supply, or library full-service.

Fill in item information fields, particularly required fields.

Add any notes, tags, and need-by-dates.

Specify if item should be visible to students.

Click **Submit Item**.

For uploads, choose item on next upload page and click **Upload Item**.



Reactivate Reserves from Previous Courses

Click on **Course Home** next to course names to see item lists.

To navigate back to the previous add/reactivate reserves page, use browser **Back** button.

Click on **Import Items** next to the desired course.

The entire item list is selected by default. Click **Uncheck All** to select individual items.

Select start and stop dates for individual items if desired.

Click **Import Items**.



Apply Shared Lists

Click on **Show Details** next to list name to see list items.

To navigate back to the previous add/reactivate reserves page, use browser **Back** button.

Click on **Import** next to list name.

On list item confirmation page click **Apply Shared List**.

Contact: reserves@emory.edu or 404.727.2230