

Placing Reserves Requests through DiscoverE

The DiscoverE reserves request form automatically pulls item information from the library catalog, streamlining the requesting process.

To access DiscoverE, go to <http://discovere.emory.edu> and click **Sign In**.

On the Emory Login Options page, click **Main Emory Login** to enter your NetID and password.

Once authenticated, you are taken back to the DiscoverE home page.

Book Request*

Search for item and open record.

Click the **Place on Reserves** tab.

Choose desired copy if multiple copies held by different libraries.

In the Reserves Request form, choose library location and checkout period.

Choose how the item will be supplied: by library staff or instructor.

Specify item type: physical book, electronic (scan, link, etc), or both.

If electronic request, add chapter/article/track title and page numbers.

Add tags, need-by date, and specify if the item should be visible to students.

Select courses and click **Submit Item**.

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

*If requesting an ebook link, please place request through the Course Reserves system at reserves.library.emory.edu

Article Request

Click on **Combined Search** in the DiscoverE search box.

Search for article.

Open item result.

Click on **Place on Reserves**.

In Reserves Request form, specify how item will be supplied.

Add note, tags, need-by-date, and specify if item should be visible to students.

Select courses and click on **Submit Item**.

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

Contact: reserves@emory.edu or 404.727.2230