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

Contact: reserves@emory.edu or 404.727.2230