

# How To Make Course Reserves REQUESTS via the new EUCLID

## STEP ONE:

Type Word or Phrase; Click “Go”

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BASIC SEARCH    ADVANCED SEARCH    BROWSE SHELVES

**Basic Search**

Type word or phrase	Principles of Visual Anthropology
Field to search	Title
Exact phrase?	<input type="radio"/> No <input type="radio"/> Yes
Search Catalog	<input checked="" type="radio"/> Full Library Catalog <input type="radio"/> Journal Titles
<input type="button" value="Go"/> <input type="button" value="Clear"/>	

**Search hints:**

- If you choose Yes for "Exact phrase" you can type in the phrase *computer programming* and the system will understand that you want only records that have the word *computer* NEXT to the word *programming*.
- Lowercase letters will find matches of capitalized words also. For example, *computer* will find matches for *computer*, *Computer* and *COMPUTER*.
- You may use the Boolean operators AND and OR in your search string. For example, you could type (*heart OR cardiac*) AND *surgery* to retrieve all records having *heart* or *cardiac* in them, together with the word *surgery*.
- Use the ? character to find matches that contain portions of words. For example, *gun?* will retrieve *gun*, *guns*, *gunners*, *gunnery*, *gunning*, etc. In another example, *?ology* will retrieve *anthropology*, *archaeology*, *psychology*, etc. The ? character may also be used to find variant spellings. For example, *alum?m* will find both the American spelling, *aluminum*, and the British spelling, *aluminium*.

## STEP TWO:

Select records to be course reserves requests; Click Course Reserves Request

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Select All    Deselect    View Selected    Email Records    **Course Reserves Request**    Refine    Filter

Results for W-titles= Principles of visual anthropology ADJ; Sorted by: Year (descending)/Author  
Sort options: [Author/Year\(d\)](#) [Author/Year\(a\)](#) [Year\(d\)/Author](#) [Author/Title](#) [Title/Year\(d\)](#) [Title/Year\(a\)](#) [Year\(d\)/Title](#)

Records 1 - 3 of 3 (maximum display and sort is 1000 records)

#	Author	Title	Year	#Owned/#Out <small>(Click Library Name for Details)</small>	Locations
1	<input checked="" type="checkbox"/> Hockings, Paul.	Principles of visual anthropology /	2003	Robert W. Woodruff Library (1 / 1)	Book Stacks GN347 .P75 2003
2	<input type="checkbox"/> Hockings, Paul.	Principles of visual anthropology /	1995	Robert W. Woodruff Library (1 / 1)	Book Stacks GN347 .P75 1995
3	<input type="checkbox"/> Hockings, Paul.	Principles of visual anthropology /	1975	Robert W. Woodruff Library (1 / 1)	Book Stacks GN47 .3 .P74

## STEP THREE:

Enter Course Name and Course Number; Click “Go”

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Enter Course Name and Course Number:

THEA4100 Drama of Aleph e.g. HIST 211-000 Making Of Modern Latin America

## STEP FOUR:

Click on Course Reserves Folder

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Selected items were added to Course Reserves folder. The items will be saved till the end of current session.

Results for W-titles= Principles of visual anthropology ADJ; Sorted by: Year (descending)/Author  
sort options: [Author/Year\(d\)](#) [Author/Year\(a\)](#) [Year\(d\)/Author](#) [Author/Title](#) [Title/Year\(d\)](#) [Title/Year\(a\)](#) [Year\(d\)/Title](#)

Records 1 - 3 of 3 (maximum display and sort is 1000 records)

#	<input type="checkbox"/>	Author	Title	Year	#Owned/#Out <small>(Click Library Name for Details)</small>	Locations
1	<input checked="" type="checkbox"/>	Hockings, Paul.	Principles of visual anthropology /	2003	Robert W. Woodruff Library( 1 / 1)	Book Stacks GN347 .P75 2003
2	<input type="checkbox"/>	Hockings, Paul.	Principles of visual anthropology /	1995	Robert W. Woodruff Library( 1 / 1)	Book Stacks GN347 .P75 1995
3	<input type="checkbox"/>	Hockings, Paul.	Principles of visual anthropology /	1975	Robert W. Woodruff Library( 1 / 1)	Book Stacks GN42.3 .P74

## STEP FIVE:

Select requested item again: Click on “Place Course Reserves Request”

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This is a temporary list. All items and folders will be deleted when this session ends.

Folder:  Folder Management |  |  |  |

Select Record(s) to Place a Course Reserves Request

#	<input type="checkbox"/>	Author	Title	Year	Call No.	Locations	Course Name/Number
1	<input checked="" type="checkbox"/>	Hockings, Paul.	Principles of visual anthropology /	2003	GN347 .P75 2003t	Robert W. Woodruff Library Hldg Avail	THEA410Drama of Aleph
2	<input type="checkbox"/>	Hockings, Paul.	Principles of visual anthropology /	2003	GN347 .P75 2003t	Robert W. Woodruff Library Hldg Avail	THEA410Drama of Aleph
3	<input type="checkbox"/>	Hockings, Paul.	Principles of visual anthropology /	2003	GN347 .P75 2003t	Robert W. Woodruff Library Hldg Avail	THEA410Drama of Aleph
4	<input type="checkbox"/>	Hockings, Paul.	Principles of visual anthropology /	2003	GN347 .P75 2003t	Robert W. Woodruff Library Hldg Avail	THEA410Drama of Aleph

## STEP SIX:

Fill in fields; Click “Go”

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### Send Request to Course Reserves Administrator

This form is for instructors and their proxies only

- Please [click here](#) to locate Course Reserves in your library
- Course Reserves requests are normally filled within 5 days during the semester or 10 days at the start of the semester

Instructor/Proxy Email  
Instructor/Proxy Name

Please specify checkout period:  
3 Hours, 1 Day or 3 Days

To place part of this item on line please specify page ranges and/or chapter titles

## STEP SIX:

Request sent to Course Reserves Administrator ...

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**List was sent to Course Reserves Administrator**

### Send Request to Course Reserves Administrator

This form is for instructors and their proxies only

- Please [click here](#) to locate Course Reserves in your library
- Course Reserves requests are normally filled within 5 days during the semester or 10 days at the start of the semester

Instructor/Proxy Email	<input type="text"/>
Instructor/Proxy Name	<input type="text"/>
Please specify checkout period: 3 Hours, 1 Day or 3 Days	<input type="text"/>
To place part of this item online please specify page ranges and/or chapter titles	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Clear"/>	

**FIN.**

**ANY QUESTIONS, PLEASE CONTACT:**

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