How To Make Course Reserves REQUESTS in EUCLID

**STEP ONE:**

1. Type Word or Phrase
2. Click “Go”

### Basic Search

- **Type word or phrase:** children of paradise
- **Field to search:** Title
- **Exact phrase:** No
- **Search Catalog:** Full Library Catalog

**STEP TWO:**

1. Select record(s) to be course reserves request
2. Click Course Reserves Request

**STEP THREE:**

1. Enter Course Name & Course Number & Semester
2. Click “Go”

My Account • Course Reserves Folder • Previous Searches • Results List • End Session • Help

**Enter Course Name, Course Number, and Semester:**

Thea 485 Film Adaption Spring 2012

*e.g. HIST 211-000 Making Of Modern Latin America, SPRING 2012*
STEP FOUR:

1. Selected item(s) were added to your Course Reserves folder
2. Click to access your Course Reserves Folder

STEP FIVE:

1. Finalize request(s) by selecting requested item(s) again
2. Click on “Place Course Reserves Request”
### 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

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Barrault, Jean Louis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Email</td>
<td><a href="mailto:reservations@emory.edu">reservations@emory.edu</a></td>
</tr>
<tr>
<td>Please specify checkout period:</td>
<td>1 day</td>
</tr>
<tr>
<td></td>
<td>Introduction pp. 1-28</td>
</tr>
</tbody>
</table>

**STEP SIX:**

1. Fill in Instructor’s Name
2. Instructor’s email address
3. Specify checkout period
4. Specify page range(s) and chapter titles to scan and place online
5. Click “Go”

**STEP SEVEN:**

1. Page confirms that your request(s) was sent to the Course Reserves Administrator

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**FIN.**

**ANY QUESTIONS, PLEASE CONTACT:**
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