

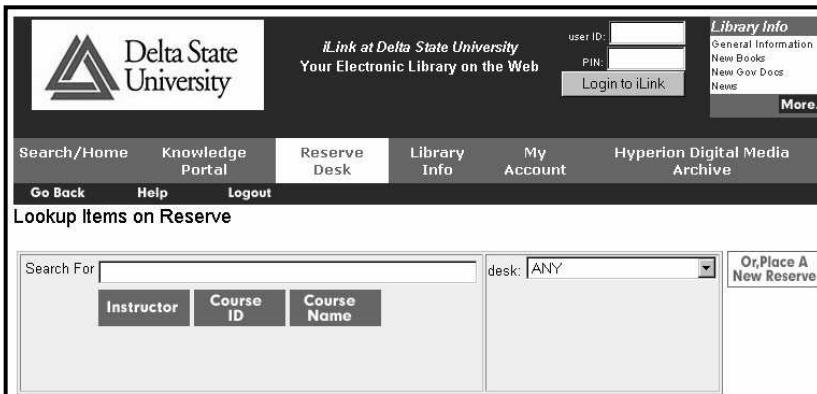
## Guide to Locating Electronic Reserves

### What are Electronic Reserves?

Reserves are old tests, instructor's notes, selected readings, and other materials placed at the circulation desk for outside classroom reading. Electronic reserves are the same materials as those found at the circulation desk, but are made available through Delta State University library's catalog.

### Accessing Electronic Reserves:

To locate electronic reserves, first go to the Roberts-LaForge Library website at <http://www.deltastate.edu/pages/177.asp>. Click on Library "Catalog," then sign in using your 9-digit university ID and your 4-digit PIN that you can receive from the Circulation Desk at Roberts-LaForge Library. To locate your 9-digit university ID, go to <http://www.deltastate.edu/pages/1589.asp>. Once you have signed in, click on **Reserve Desk**.



The screenshot shows the Delta State University iLink interface. At the top, there is a navigation bar with links for Search/Home, Knowledge Portal, Reserve Desk, Library Info, My Account, and Hyperion Digital Media Archive. Below this is a search area with a "Search For" input field and a "desk:" dropdown menu set to "ANY". There are three buttons: "Instructor", "Course ID", and "Course Name". A "Go Back" button is also visible.

Figure 1 – Reserve Desk Screen

The **Reserve Desk** allows searching for online reserves either through **Course ID**, **Course Name**, or **Instructor**.

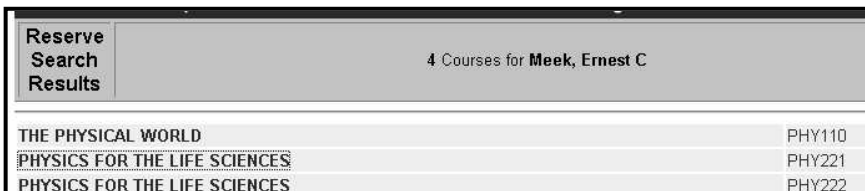
If you know the instructor's last name, enter it in the "Search For" box (in Figure 1) and click on the Instructor link. If you do not remember the instructor's name, simply enter in as much of the Course ID or Course Name that you can remember and click on the appropriate link.



The screenshot shows the "Reserve Search Results" page. The main heading is "List of Instructors". Below this is a list of instructor names: Meek, Ernest C; Moore, Andrea M; Ouzts, Florence L; Payne, Marv W; Pennington, William A; and Rodgers, Wilma L. Navigation buttons like "New Search", "Previous", and "Next" are visible at the top.

Figure 2 – Sample search for the instructor Ernest Meek.

Once you find the instructor's name on the list, click on the link. The next screen will list all courses taught by that instructor.



The screenshot shows the "Reserve Search Results" page for Ernest C. Meek. It displays "4 Courses for Meek, Ernest C". The list includes: THE PHYSICAL WORLD (PHY110), PHYSICS FOR THE LIFE SCIENCES (PHY221), and PHYSICS FOR THE LIFE SCIENCES (PHY222).

Figure 3 – Course List - From the list, click on the appropriate course to see what material is available.

Reserve Search Results	
12 Items on Reserve by Meek, Ernest C for PHYSICS	
1	XX(244017.1) CLASS NOTES At RES_MAIN desk: Available for: RESERVE2 checkout
2	XX(244011.1) PHY221: CHAPTER 6: HOMEWORK At RES_MAIN desk: Available for: RESERVE2 checkout
3	XX(244004.1) PHY221 TEST 1: CHAPTERS 1-3 At RES_MAIN desk: Available for: RESERVE2 checkout

Figure 4 – Reserves List

Choose the item and then click on the **Full Details** link on the left of the screen. All reserve material, whether electronic or print, will be listed.

After clicking on the **Full Details** link, the next screen will provide more information about the reserve material. If the material is available electronically, a link will be provided as in Figure 5.

Figure 5 – Full Details Screen

Reserve material is saved in PDF format. To view these types of files, you will need Adobe Acrobat Reader. It can be downloaded for free at <http://www.adobe.com>.

Figure 6 - Once you've clicked on the Electronic Reserve link, two screens will open up. The first screen shows each folder accessed in your current search. The second screen will be the actual reserve item. **BE PATIENT**. A few seconds will pass before the reserve item appears.

To Print or save the document, use the print or save feature in Adobe Acrobat (located at the top left of the screen).