

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 "DSU Library Catalog" under the heading "Books & More," 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. Once you have signed in, click on **Reserve Desk**. (The sign-in area is located at the top right of the catalog screen, next to the title *Your Electronic Library on the Web*.)

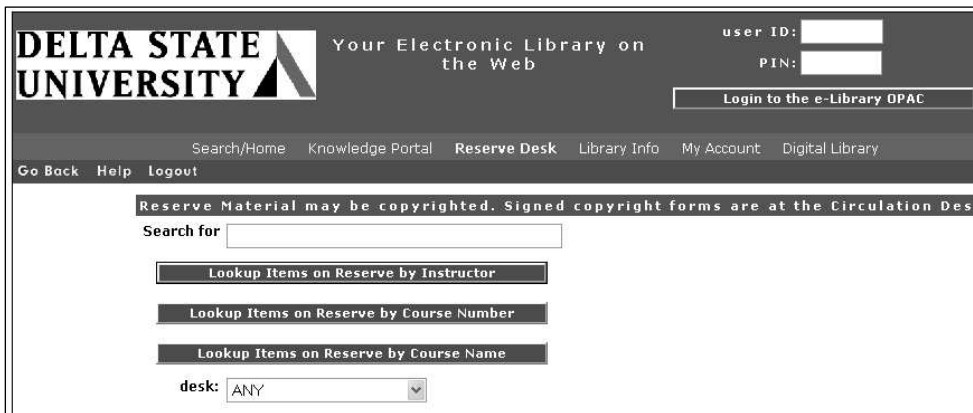


Figure 1 – Reserve Desk Screen

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

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.

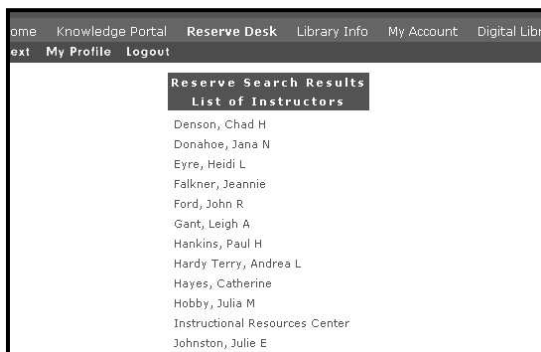


Figure 2 – Sample search for the instructor Chad Denson.

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.

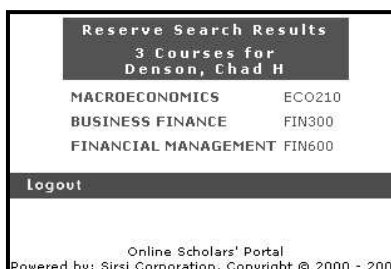


Figure 3 – Course List - From the list, click on the appropriate course to see what material is available.

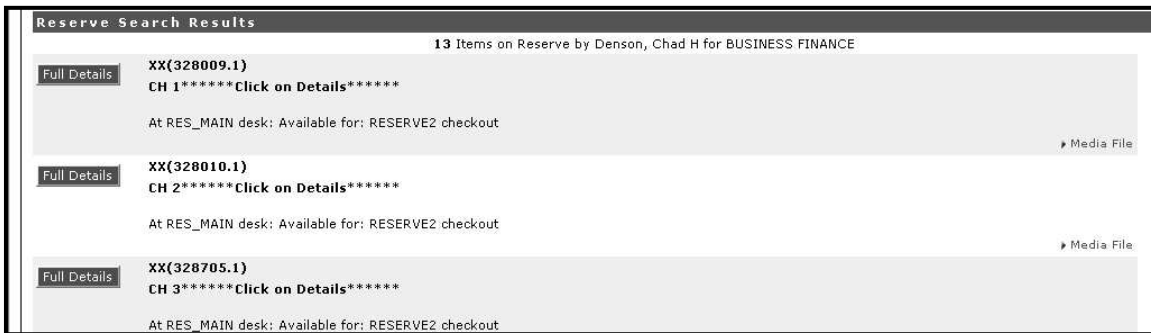


Figure 4 – Reserves List

Once you have clicked on the appropriate course, you will see a list of all available items.

To access the file, click on “Media File” on the right-hand side, or click on “Full Details” for more information.

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

The “Media File” link can also be found on this page. Look for “A Look Inside.”

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>.

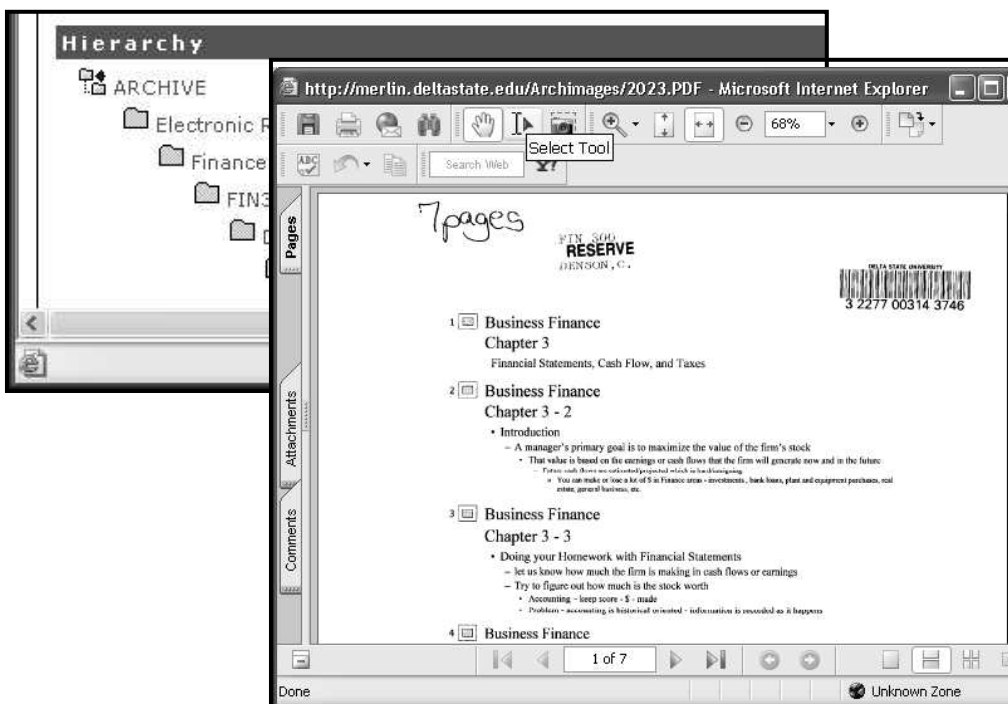


Figure 6 - Once you've clicked on the “Media File” link, two screens will open up. The first screen shows each folder accessed in your current search. The second screen will be the actual reserve item. **BE PATIENT.** A few seconds may pass before the reserve item appears.

Hint: If the document will not open, try holding your keyboard Control Key down as you click on “Media File.”

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