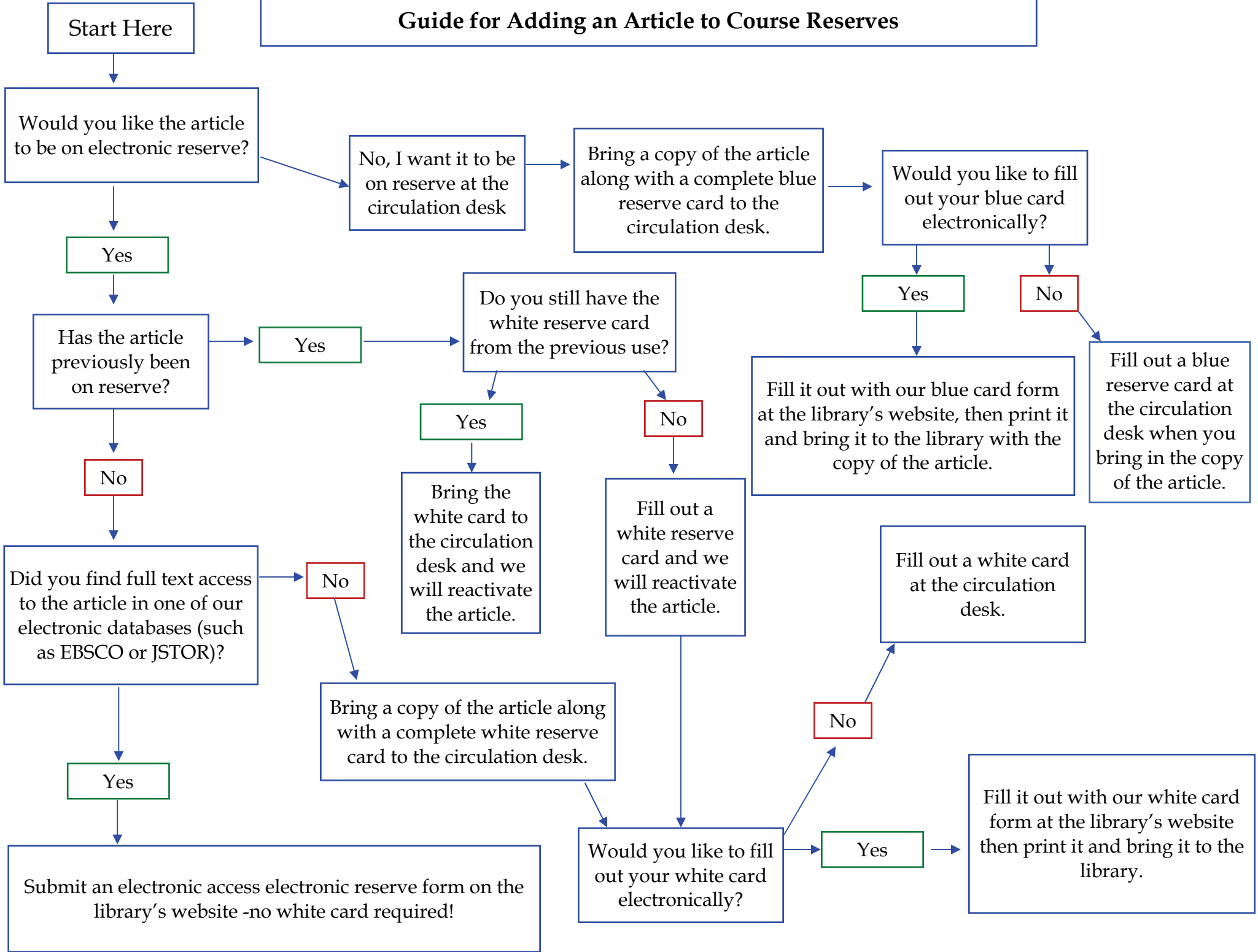


Guide for Adding an Article to Course Reserves



Start Here

Would you like the article to be on electronic reserve?

Yes

Has the article previously been on reserve?

Yes

Do you still have the white reserve card from the previous use?

Yes

Bring the white card to the circulation desk and we will reactivate the article.

No

Fill out a white reserve card and we will reactivate the article.

Did you find full text access to the article in one of our electronic databases (such as EBSCO or JSTOR)?

No

Bring a copy of the article along with a complete white reserve card to the circulation desk.

Yes

Submit an electronic access electronic reserve form on the library's website -no white card required!

Bring a copy of the article along with a complete blue reserve card to the circulation desk.

Would you like to fill out your blue card electronically?

Yes

Fill it out with our blue card form at the library's website, then print it and bring it to the library with the copy of the article.

No

Fill out a blue reserve card at the circulation desk when you bring in the copy of the article.

Fill out a white card at the circulation desk.

No

Would you like to fill out your white card electronically?

Yes

Fill it out with our white card form at the library's website then print it and bring it to the library.