

Request eReserves from Dacus Library

Overview

This tutorial will explain how to **Request eReserves** from Dacus Library. Faculty members may request eReserve materials as needed, but the paperwork for the items should be completed no later than two weeks prior to the beginning of a term or semester. To make purchase requests, contact the [Acquisitions Department](#). To request materials from another library, fill out an [Inter-Library Loan Request](#).

Quick Steps

Portals > Content Collection > Institution Content > library > Library Content > Complete form(s)

Step 1

[Log in to Blackboard](#). Next, click on the Content Collection tab from the Portals navigation [1].




Step 2

Click on *Institution Content* [2] from the Content Collection menu. Then, expand the library folder [3] and select “Library Content” [4].



Step 3

On the Library Content page, you will find the forms that you need to request eReserves. Click on the appropriate number in the Comments column to access instructions for completing the selected form. Each form is a fillable PDF, so save a copy to your computer and open it in Adobe Acrobat for best results.

	Edited	Size	Permissions	Versions	Comments
Course Materials List	Jul 17, 2015 9:12:08 AM	1 KB		Off	1
Student Release Form	Jul 17, 2015 9:14:02 AM	1 KB		Off	1
Copyright Clearance Form	Jul 17, 2015 9:13:16 AM	1 KB		Off	1 
Reserves.docx	Jul 17, 2015 9:38:07 AM	136.0 KB		Off	1
Course Reserves	Apr 8, 2018 11:55:48 PM	1 KB		Off	1

Step 4

Complete the following forms:

- ✓ Course Reserves Forms – Course Materials List
- ✓ Electronic Reserves Copyright Clearance Form (complete one form per article)
- ✓ Course Reserves Forms – Student Release Form (complete only if you are requesting permission to use student work, such as projects and papers)

Step 5

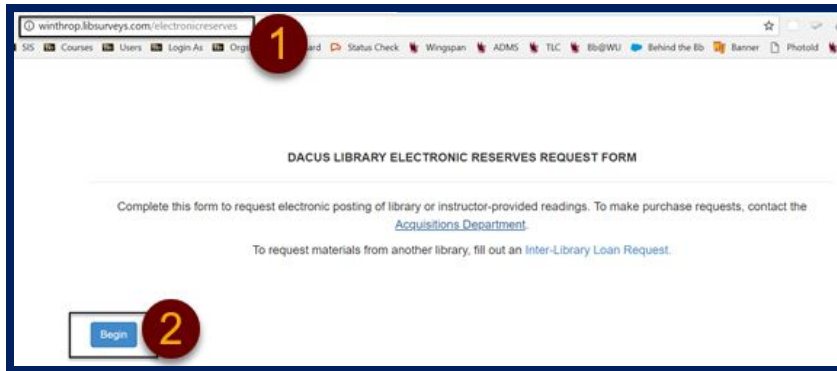
E-mail the completed forms to reserves@winthrop.edu, or bring them to the Information Commons desk on the main floor of Dacus Library.

Remember, materials and paperwork for eReserves should be submitted no later than two weeks prior to the beginning of the term or semester.


Please contact Nancy White at 803-323-2335 if you have questions about course reserves, or e-mail the Reserves Department at reserves@winthrop.edu.

Note

Alternatively, you can navigate to the [Dacus Library Electronic Reserves Request Form](#) [1] in your internet browser and click the *Begin* button [2].



Complete all of the required fields, then click the Submit button [3].



The screenshot shows a form field labeled "Publisher:" with an empty text input box below it. Below the input box is a blue button labeled "Submit".

Enter your Winthrop email address to receive a copy of your form results.

You will receive a confirmation message thanking you and indicating a 3-day processing time.

Once again, materials and paperwork should be submitted no later than two weeks prior to the beginning of the term or semester.

Please contact Nancy White at 803-323-2335 if you have questions about course reserves, or e-mail the Reserves Department at reserves@winthrop.edu.