



How to Locate Electronic Reserves

Electronic and paper reserves are both found using the AU library catalog. From the library main page, <http://www.ashland.edu/library>, choose the "AU Catalog" link. Two search options in the catalog menu detail links to reserve materials; one for paper reserves and the other for electronic reserves. Both options have search listings for by instructor or by course.

What items are on reserve? Items selected for reserve are determined by individual instructors for their courses. The chart below details a few basic facts about the two types of reserves available and where they are located:

Paper Reserves	Electronic Reserves
<ul style="list-style-type: none"> • Available at the reserves desk. 	<ul style="list-style-type: none"> • Available from any Internet computer.
<ul style="list-style-type: none"> • Available during regular library hours. 	<ul style="list-style-type: none"> • Available 24/7 from your computer.
<ul style="list-style-type: none"> • Specific circulation rules may apply. 	<ul style="list-style-type: none"> • Specific circulation rules may apply.
<ul style="list-style-type: none"> • May consist of hard copies: Books, journals, videos, CD's, 	<ul style="list-style-type: none"> • May consist of electronic versions: Articles, links, PDF, Word, Excel, PPT
<ul style="list-style-type: none"> • Require I.D. for check out 	<ul style="list-style-type: none"> • Require password for viewing

Access Electronic Reserves by Instructor

From the catalog main page, choose electronic reserves "by instructor." The ERes screen will display a search page with a drop down menu. Any instructor with an electronic reserve course page will be listed alphabetically by last name.

- Select instructor's name and click 'view' to see course reserve pages.
- More than one class may display. Choose your class and click on the course number.
- Password protection and copyright page will show:
 - All course pages are protected by passwords.
 - Instructors will give students ERes passwords in class.
 - Enter class password and accept the copyright statement to view reserves.
- Unless otherwise ordered, items will list alphabetically by title, then author, format, and size.
- Click on the title of the item desired.
 - A document and bibliographic information screen will open in a new window.
 - Scroll down to view a link to the required reserve material.
 - Click on the link to view the reserve item (new window).

Access Electronic Reserves by Course

From the catalog main page, choose electronic reserves "by course." The ERes screen will display a search page to locate an electronic reserve material by course. Any course with an electronic reserve entry will be listed. The first drop down box is set to "course number," followed by options of "contains" or "starts with." After making a selection, enter your course information and click search.

- More than one class may display. After viewing instructor option, choose your section and click on the course number.
- Password protection and copyright page will show:
 - All course pages are protected by passwords.
 - Instructors will give students ERes passwords in class.
 - Enter class password and accept the copyright statement to view reserves.
- Unless otherwise ordered, items will list alphabetically by title, then author, format, and size.
- Click on the title of the item desired.
 - A document and bibliographic information screen will open in a new window.
 - Scroll down to view a link to the required reserve material.
 - Click on the link to view the reserve item (new window).

Electronic Reserve Tips

↵ How do I start?

There is basic information each student must have in order to successfully use electronic reserves at home or on campus:

1. Know the name of your instructor.
2. If you do not know the instructor, know the course name.
3. If you do not know the instructor or course name, know the title of the item desired.
4. You will need the password provided by your instructor.

↵ Having difficulty working the system?

AU library staff will be able to assist in locating electronic reserves if aforementioned basic information is provided by the student. A general help screen is provided on the ERes main page.

↵ Need help with viewing particular items?

An ERes help page is provided by AU library for assistance with locating viewers, such as Adobe Acrobat Reader, when necessary.

↵ Why is it taking so long for the item to appear?

Length of time needed to view items will vary with item size (larger takes longer) and internet connection (dial-up takes longer). When opening an item to view, information is provided on the Document Information page concerning estimated time for various items.

↵ A new window isn't opening. Why?

Be sure to have any pop-up blockers turned off. This will enable the new windows to open without difficulty.

AU Library Internet Resources

Ashland University Library
 Ashland University Library Catalog
 Ashland University Library ERes

<http://www.ashland.edu/library>
<http://library.ashland.edu>
<http://eres.ashland.edu>