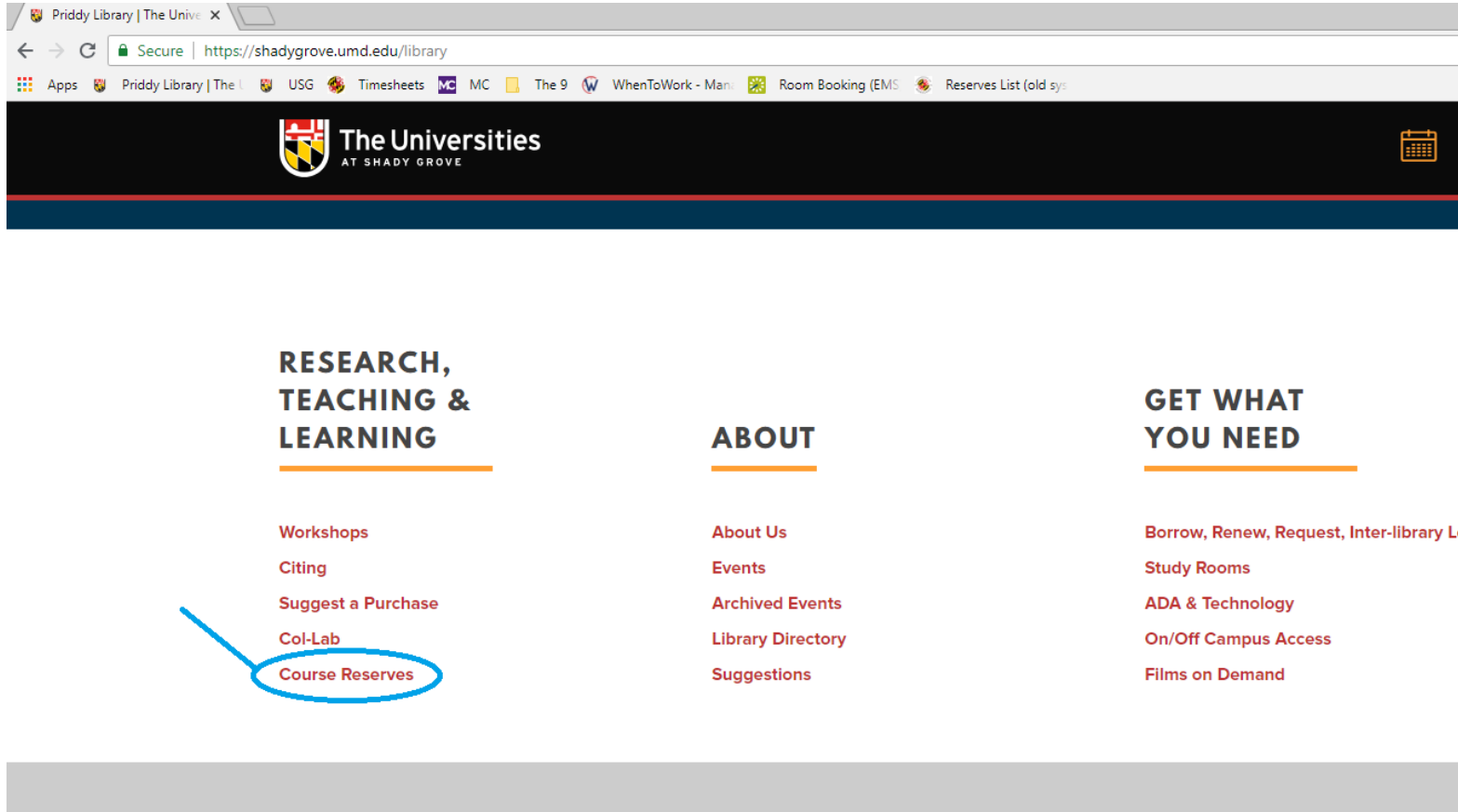


# Requesting to Add Items to Course Reserves

A Priddy Library Resource for USG faculty

Placing items on reserve in our new system is a fairly straightforward process, and now features live updates on the status of your request!

First, as before, head to the “Course Reserves” link on the Priddy Library homepage:



From there, you will click the “Faculty Course Reserves” link. Your students will use the “Student” link to access any e-reserves you’ve placed in coordination with your program’s home institution library.

On the Faculty Course Reserves page, you will see a number of options. If you want to place a request for a course reserve for a specific class, click the **“Reserves Request Form”** link.

From there, you will see a form entitled “E-Reserves Request,” but please note that this is the form for physical course reserves that are kept on-shelf at the Priddy Library. Electronic reserves, such as book chapters and articles, must be coordinated through your program’s home institution’s library directly. EBooks are a special case, and explained below.

Start by filling out your personal information in the form. Please use your institutional e-mail, as it will help us to track requests to their programs.

## E-Reserves Request

Request an E-Reserve item be added to your Course.

### Step 1: Personal Info

#### Personal Info:

Your Name

Your Email

[Next](#)

[Start Over](#)

Next, select your course from the drop-down menu of courses:



## E-Reserves Request

Request an E-Reserve item be added to

### Step 1: Personal Info

### Step 2: Course Info

#### Course Info:

Course

#### Fall 2018 (2018-05-08 - 2018-12-22)

- ACCT 310.5115 (UMUC - Undergraduate Programs (U)) - Intermediate Accounting I / Staff / Fall 2018
- ACCT 311.5155 (UMUC - Undergraduate Programs (U)) - Intermediate Accounting II / Staff / Fall 2018
- ACCT 323.5125 (UMUC - Undergraduate Programs (U)) - Federal Income Tax I / Staff / Fall 2018
- ACCT 411.5165 (UMUC - Undergraduate Programs (U)) - Ethics and Professionalism in Accounting / Staff / Fall 2018
- ACCT 702.SG1 (UB - Cert in Government Financial Management (G)) - Federal & State Government Accounting / Mikhail Pevzner / Fall 2018
- AMST 322.SG2 (UMBC - Electives (U)) - Amer Socy & Cult In Film / Dabrina Taylor / Fall 2018
- ANTH 302.SG1 (UMBC - Electives (U)) - Evolution/Phys Anth/Arch / Terilee Edwards-Hewitt / Fall 2018**
- ANTH 323.SG91 (UMCP - Public Health (U)) - Plagues Pathogens and Public Policy / Marilyn London / Fall 2018
- ANTH 380.SG91 (UMCP - Communication (U)) - Culture & Discourse / Jacqueline Messing / Fall 2018
- ARTH 334.5110 (UMUC - Undergraduate Programs (U)) - Understanding Movies / Staff / Fall 2018
- ARTH 334.5165 (UMUC - Undergraduate Programs (U)) - Understanding Movies / Staff / Fall 2018
- BCHM 463.SG91 (UMCP - Biological Sciences (U)) - Biochemistry of Physiology / Staff / Fall 2018
- BEHS 453.5110 (UMUC - Undergraduate Programs (U)) - Domestic Violence / Staff / Fall 2018
- BIOL 325.5155 (UMUC - Undergraduate Programs (U)) - Inquiries in Biological Science / Staff / Fall 2018
- BMGT 305.5160 (UMUC - Undergraduate Programs (U)) - Knowledge Management / Staff / Fall 2018
- BMGT 310.SG91 (UMCP - Accounting (U)) - Intermediate Accounting I / Mary Keim / Fall 2018
- BMGT 310.SG92 (UMCP - Accounting (U)) - Intermediate Accounting I / Mary Keim / Fall 2018
- BMGT 311.SG91 (UMCP - Accounting (U)) - Intermediate Accounting I / Samuel Handwerker / Fall 2018

Don't see your course? Please e-mail Emily Spangler at [espangl1@umd.edu](mailto:espangl1@umd.edu) to have it added.

[Next](#)

[Start Over](#)

If you do not see your course on the list, please e-mail Andrew Yager ([ayager@umd.edu](mailto:ayager@umd.edu)) to arrange for it to be added. Please include the following information:

- Your full name
- Course number (e.g.: PSYC 375)

- Course name
- Your program name
- Your home institution
- The term in which your course is offered

We will notify you via e-mail once your course has been added to the listings, at which point you can continue the process as below.

The first field, "Item name," is how the book will appear on the course reserves website listing for your class. We recommend using the same name as on your syllabus, to prevent student confusion.

## Priddy Library | LibGuides

Shannon and Michael Priddy Library / LibGuides at Priddy Library / E-Reserves Request

### E-Reserves Request

Request an E-Reserve item be added to your Course.

Step 1: Personal Info

Step 2: Course Info

Step 3: Reserve Info

#### Reserve Info

**Item Name (required)**

*Ex: Theory of Relativity, 8th Edition*

Kuhn's "Structure"

**Reserve Type (required)**

I certify that these items are usable to the best of my recollection.

Check this box to signify you have read and agree to the above statement.


Submit
Start Over

The "Reserve Type" indicates whether the item is a book, or an A/V media item (DVD/CD/Blu-Ray). Please note that if you are requesting an eBook, it must be one owned by your home institution, as your students will only be able to access those items.

Links to the catalog record for eBooks will be placed on your course's Reserves listing, for ease of access by your students

Once you have chosen your item type, more fields will appear:

## Book / e-Book

Reserve Type **(required)** 

Book / e-Book

Book Title **(required)**

Structure of Scientific Revolutions

Author / Editor **(required)**

Thomas Kuhn

Publisher

University of Chicago Press

Volume / Edition

ISBN **(required)**

9780226458113

Publication Date

2012

Call Number

Q175 .K95 2012

Is this an e-Book?

Yes  No

Is this a Personal Copy?

Yes  No

### Chapter Info:

Is this a Chapter?

Yes  No

I certify that these items are usable to the best of my recollection.

Check this box to signify you have read and agree to the above statement.

The more information you can provide, the more quickly we will be able to process your request. If you want to place a personal copy item on reserve, please e-mail Andrew Yager ([ayager@umd.edu](mailto:ayager@umd.edu)) to make arrangements to drop it off at the library.

Once you hit "Submit," you will receive a confirmation of submission on the form itself. At this point, you've completed the form!

Call Number

Q175 .K95 2012

Is this an e-Book?

Yes  No

Is this a Personal Copy?

Yes  No

## Chapter Info:

Is this a Chapter?

Yes  No

I certify that these items are usable to the best of my recollection.

Check this box to signify you have read and agree to the above statement.

Your request (#7906) has been received. You will receive a notification via email when the request has been processed.

[Request Another](#)

[Change Course](#)

[Start Over](#)

You can then submit additional requests within the same course or submit requests for a different course without having to fill out the earlier parts of the form again.

For every request you send, you will receive an e-mail confirming your submission. At that point, library staff will work on fulfilling your request.

### COURSE INFO

Course ID: 44164

Number: WRTG 391.5150 (UMUC - Undergraduate Programs (U))

Name: Advanced Research Writing

Instructor: Staff

### ITEM INFO

Name: Kuhn's "Structure"

Type: Book / e-Book / Chapter

Book Title: Structure of Scientific Revolutions

Author / Editor: Thomas Kuhn

Publisher: University of Chicago Press

ISBN: 9780226458113

Publication Date: 2012



Call Number: Q175 .K95 2012

Is e-Book?: No

Is Personal Copy?: No

Is Chapter?: No

Once your item has either been added to the Reserves shelf, or we have determined that we are unable to fulfill your request, you will again be notified via e-mail on the status of each item.

 do-not-reply@libapps.com  
to me, me 

## The Universities at Shady Grove

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### Your E-reserves Request was approved and processed!

Hello,

The following Request has been approved and processed - the E-Reserves manager provided the following additional information:

*Your request has been approved, and the item in question has been added to the Reserves shelf.*

#### USER INFO

Account ID: 179353

Name: Andrew Yager

Email: [ayager@umd.edu](mailto:ayager@umd.edu)

#### COURSE INFO

Course ID: 44164

Number: WRTG 391.5150 (UMUC - Undergraduate Programs (U))

Name: Advanced Research Writing

Instructor: Staff

#### ITEM INFO

Name: Kuhn's "Structure"

Type: Book / e-Book / Chapter

Book Title: Structure of Scientific Revolutions

Author / Editor: Thomas Kuhn

If you have any questions, please contact Andrew Yager ([ayager@umd.edu](mailto:ayager@umd.edu)).