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:

![Priddy Library homepage](https://shadysphere.umd.edu/library)

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

If you do not see your course on the list, please e-mail Andrew Yager (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.

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:
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) 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!
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.
The Universities at Shady Grove

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

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).