

Locating Library E-Reserve Material

Access e-reserve material for your course by using the following steps:

For optimal performance, download the latest version of Adobe Acrobat Reader for free at <http://www.adobe.com/downloads/>

STEP 1 – Access Course Reserves via...

Option A: the Salisbury University home page (www.salisbury.edu/). Move your cursor over the '**Library**' link on the left and on click '**Course Reserves**' from the pop-up menu box that appears, then click on the '**Connect to Course Reserves**' link near the top of the page.

OR

Option B: the SU Blackwell Library home page (www.salisbury.edu/library/). Click on the '**Course Reserves**' link from the left-hand navigation bar, then click on the '**Connect to Course Reserves**' link near the top of the page.

STEP 2 – The 'Welcome to Docutek ERes' screen will open. Click on '**Find My Course Reserves**' and search by '**Instructor**' '**Department**' or '**Document Keyword**.'

STEP 3 – Choose from the drop-down or type in keywords, then click the **SEARCH** button.

STEP 4 – Click on the appropriate course, then read and click **ACCEPT** to the copyright statement.

(Note: Some courses are password protected at the course level, others at the document level. Whenever you are prompted, type in the password provided by your instructor).

STEP 5 – For e-Reserves, click on the appropriate item. In the screen that opens, click on the file name next to the document icon (Please allow a few seconds for download).

STEP 6 – A scanned copy of the e-reserve item will open.

*To access certain e-Reserves from off campus (those available through ResearchPort), students will need their 14-digit library barcode numbers (located on the back of their Gull cards or in GullNet).