

Locating Blackwell Library e-Reserve Material

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

REQUIRED: Adobe Acrobat Reader 5.0 or newer for viewing e-reserves
(free download from <http://www.adobe.com/downloads/>).

STEP 1 – Access the Course Reserves module via...

Option A: the Salisbury University home page (www.salisbury.edu/). Move your cursor over the ‘Library’ link on the left and click ‘Course Reserves’ from the pop-up menu box that appears.

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.

STEP 2 – The Course Reserves Basic Search screen will open (in [catalogusmai](#)). From the drop-down menu under ‘choose type of search,’ select ‘Instructor’ or ‘Course Number.’

STEP 3 – In the next box labeled, ‘enter word/s to search,’ type your instructor’s last name or your course number and click the  button.

STEP 4 – A list of all the course reserve material for your instructor or course will open. Only those items ending with the word ‘-Online’ are e-reserves. Click on the title for the reading you wish to view and a **Full View of Record** will open.

STEP 5 – From this Full View Record, find and click the ‘internet link’ and a new browser window will open to a Copyright and Licensing Restrictions statement. Read the statement (at least once) and click ‘continue.’

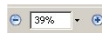
STEP 6 – (Please be patient for the connection to process). A password box will pop up in which you must enter the exact password given to you by your instructor during class (you must use lower case and must take care to distinguish between the letter ‘o’ and the number zero).

STEP 7 – A scanned copy of the e-reserve item will open.

Helpful Hints:



→ For viewing, you may need to maximize the screen by clicking on the middle square icon in the upper right of the browser screen.



→ You may also adjust the size of the image by using the zoom-out/zoom-in function of Acrobat Reader.
