What are Library Reserves?

Personal copies of books from faculty, any circulating Memorial library book, CDs, photocopied or scanned articles. Reserves FAQ .

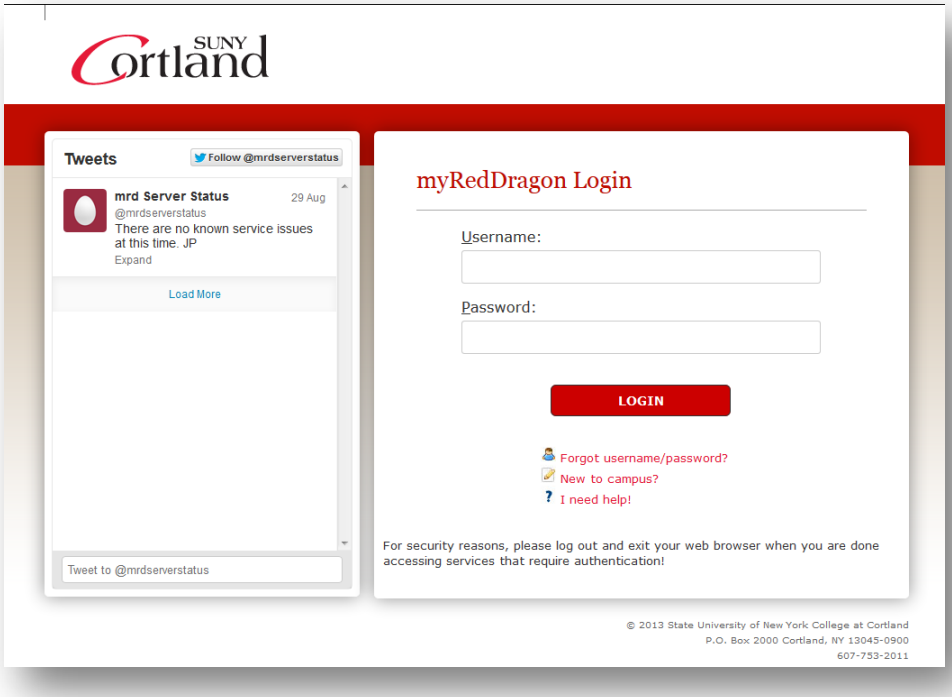
Who can use Blackboard Reserves?

Blackboard Library Reserves are updated each semester and are available to:

- Professors that utilize Reserves
- Students in courses where Professors utilize Reserves
- Librarians
- ITDS Staff
- Fulltime IRSC staff

To Access Blackboard Library Reserves:

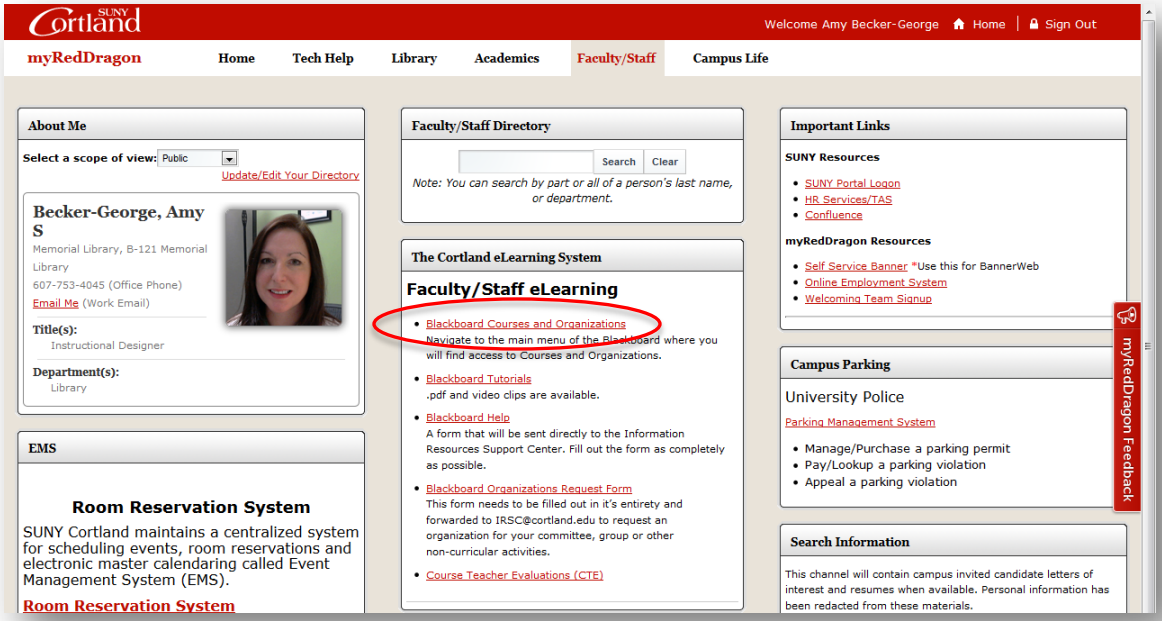
1. Login to My Red Dragon (MRD)



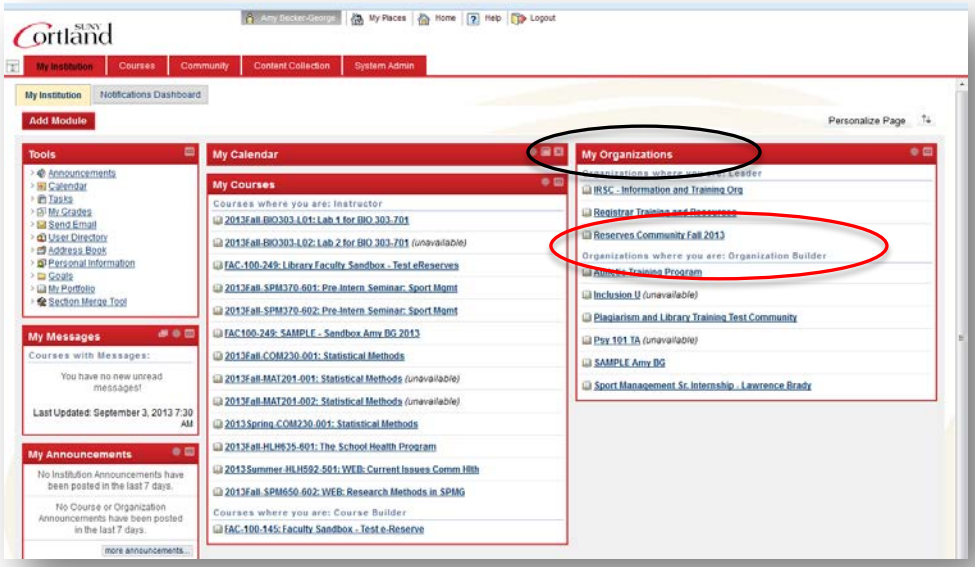
2. Select the Student or Faculty/Staff tab in MRD depending upon which one applies to your SUNY Cortland role

SUNY Cortland eLearning

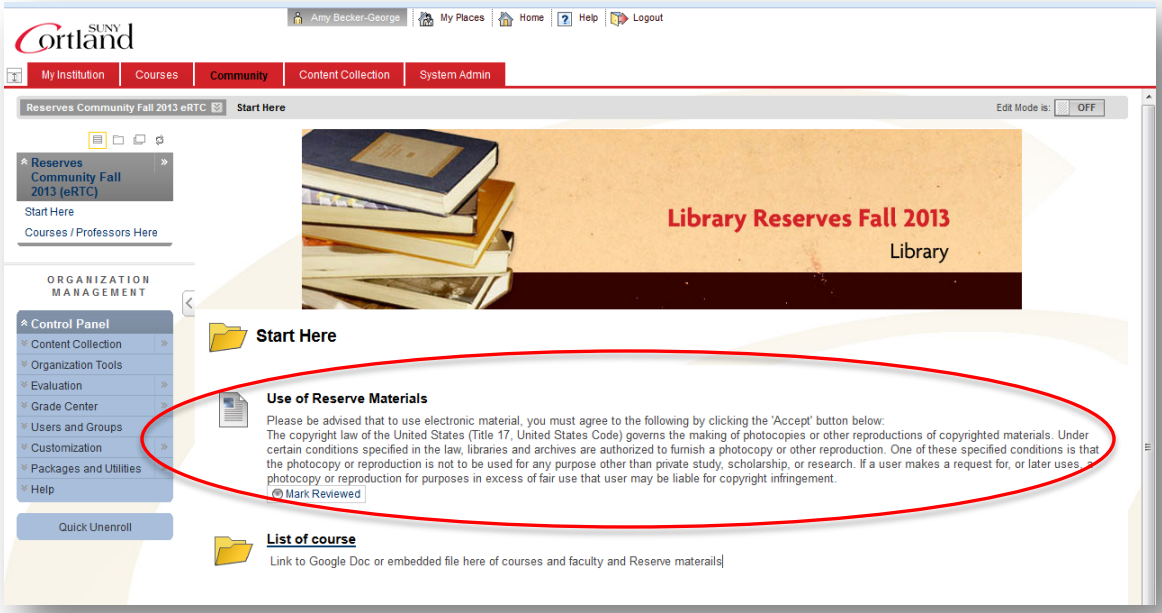
3. Select Blackboard Courses and Organizations in the Cortland eLearning System Channel



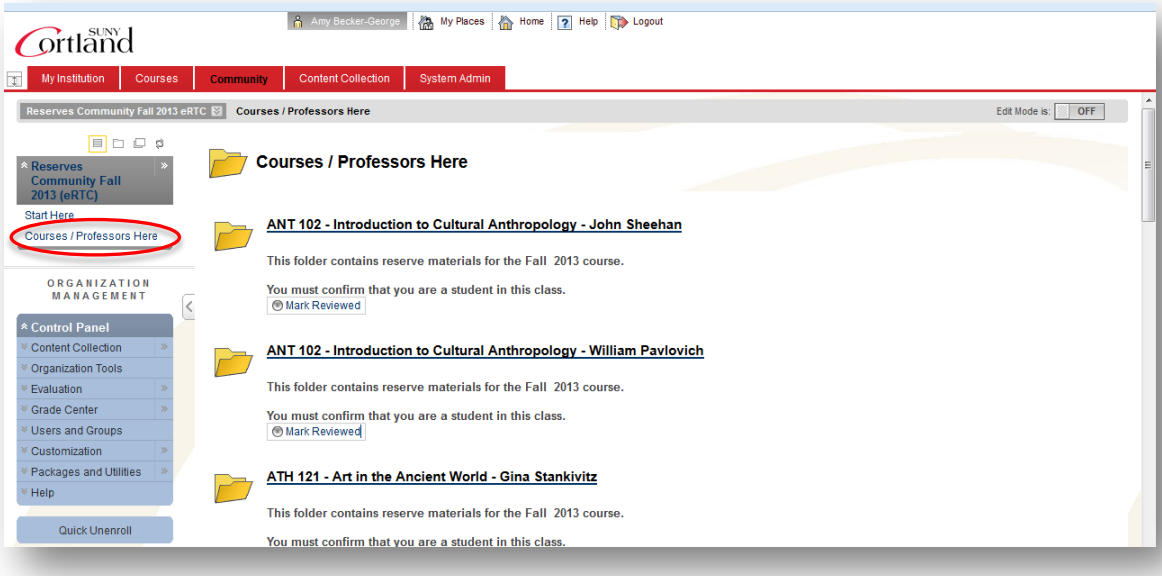
4. Search for the Reserves Community under **My Organizations**
   - Click on the Reserves Community Fall 2013 (or applicable semester) Organization



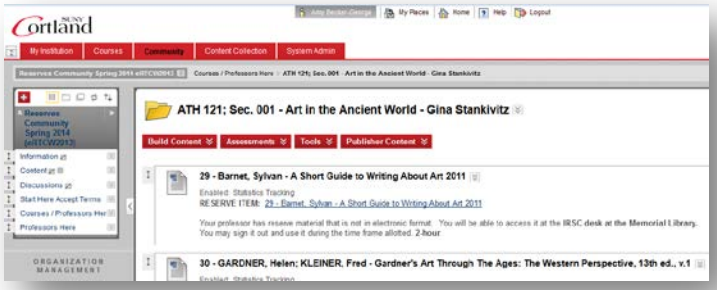
5. Once in the Reserves Organization click on and review the Use of Reserve Materials statement



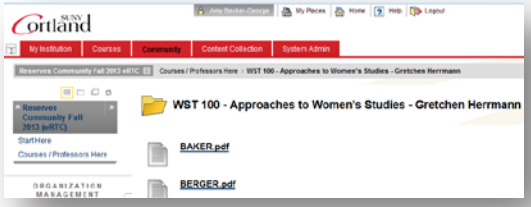
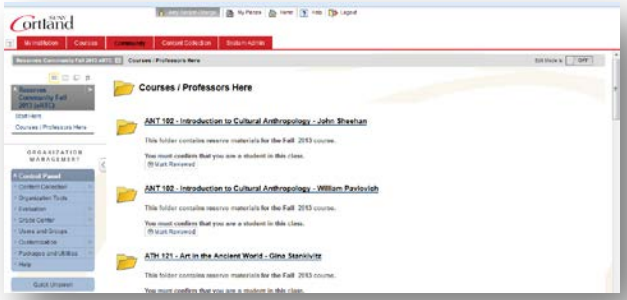
6. After reviewing and agreeing to the copyright information click on the top left menu tab **Courses / Professors Here**
    - It will display the Yellow Folders with the courses that contain reserve materials



7. To find the reserve materials for your course scroll and look through the folders for the course number, name of the course, and the Professor's name. Click on the yellow course folder to view the reserve materials.
    - Reserve materials are either pdf's or physical items available at the IRSC desk example: a book GARDNER, Helen - **provide this information to IRSC**
    - Physical reserve items are found at the IRSC desk – **Provide your course information and book # to the Circulation staff and they can provide you with the book / reserve materials.**
    - eReserve materials are scanned pdf documents that are clickable accessible links as an example: the Berger WST pdf below.



- Clicking on the Yellow folder displays the PDF files – click on the PDF file and it will open the contents. Examples below



8. To find additional reserve materials for your course or other courses click on the **Courses / Professors** menu tab.