

Electronic Reserves

Grace Library Research Guide

Grace Library's Electronic reserves (E-Reserves) service offers electronic access to class reading materials (journal articles, portions of books, etc.) through the library's webpage (www.carlow.edu/library). By using E-reserves, class readings can be accessed and printed at home, at work or on campus.

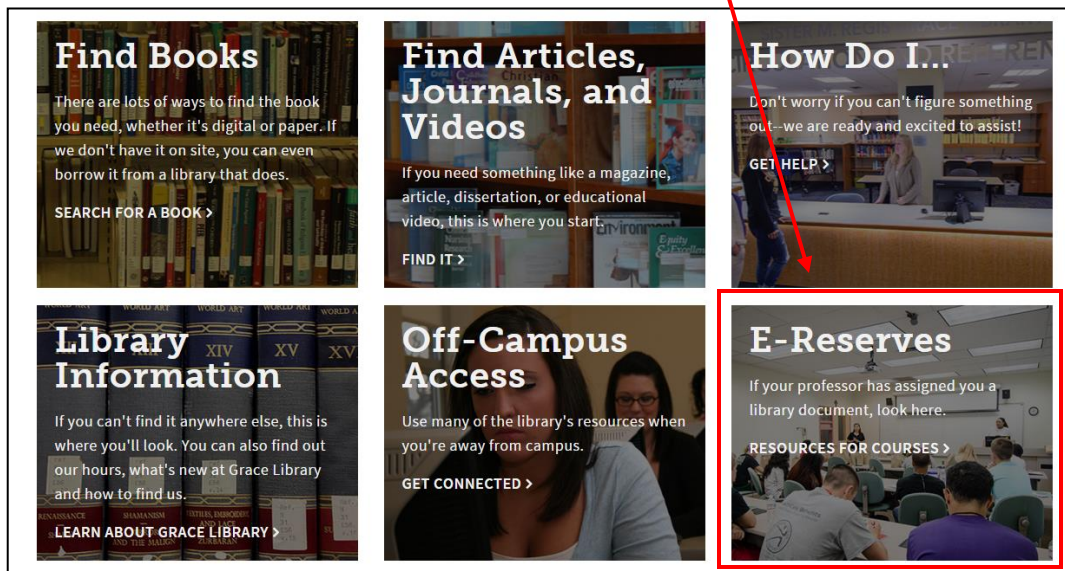
System Requirements for E-Reserves

Adobe Acrobat

E-Reserve materials are formatted as PDF documents. You need to have the Adobe Reader software installed on your PC to view them. This is free software. To download Adobe Reader go to <http://www.adobe.com/products/reader>

Accessing E-Reserves

1. Go to the Grace Library's webpage www.carlow.edu/library
2. Click on the *E-Reserves* icon located on the right side of the library's webpage.



3. A list of *Course Titles* will appear for the current semester and will be alphabetized by *Course ID*.

4. Click on the *By Instructor* tab to see an alphabetized list of instructors.

5. Click on the *Course Name*.

6. Enter in the course password, provided by your instructor, and select *Go* to access a list of e-reserves for that specific course. Contact your professor or the library if you forgot the password.

Viewing E-Reserves Materials

1. You will then be taken to the Course E-Reserves page where you will see a list of items your instructor has placed on e-reserve for your class.

2. Click on the title of the item, which will open a pop-up window, to access the attached file or URL to view or print it.

3. Click on the attachment or URL of the item to view it or print it.

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