



Electronic Reserves Instruction Sheet

Rev. 12/19/12

You may request materials to be placed on electronic reserve for your course. Electronic reserve will increase the accessibility of these materials to your students. See [Reserve Information and Policies](#) for more information.

Please allow sufficient time to submit and process requests for electronic posting. We recommend eight (8) weeks; the library requires a minimum of four (4) weeks.

Helpful Hints:

1. Up to 15% of a textbook can be placed on reserve
2. Electronic reserves are available for the duration of the academic term
3. When teaching multiple courses, please complete a separate electronic reserve request form

You can request electronic postings in one of three ways:

1. Complete the **Request Form** at the JHU-EP Faculty Website and e-mail it to reserves@jhu.edu
2. Forward your class reading list or syllabus to reserves@jhu.edu
3. Go directly to the Sheridan Libraries [website](#) and complete the online **Reserve List**
(Left hand Menu>Forms>Submit a Reserve Item Form)

To **Reserve Course Materials**, please provide

Instructor's Name
Phone
E-mail Address
Course #
Course Title
Expected Enrollment
Circulation Status
Semester or Course Dates, and Year of Reserve

AND add the following Textbook **or** Journal/Article information:

Textbook

Author
Title
Publisher
Publication Date
ISBN or Call #
Assignment Date

Journal/Article

Journal Title
Article/Book Author
Article/Book Title
Volume
Date
ISBN or Call #

Your students can access Electronic Reserves by going to the [Sheridan Libraries](#) website:

Students will need to login with their JHED ID and password, and they will then be taken to the E-Reserves site. They will also need a class-specific password, which will be provided to you once the materials are posted online.

Please feel free to call the Sheridan Libraries Reserve Desk 410.516.8377 or the APL Education Center 443.778.5280 with questions.