

Blackboard: Request Electronic Course Reserves from GW Libraries

Submit a request for GW Library staff to add print and media reserves to your Blackboard course. If you have questions regarding the Reserves Service, please contact Library Staff at <u>libresrv@gwu.edu</u>.

- 1. Open the Blackboard course in which you want to add electronic reserves materials.
- 2. Go to the Control Panel, click on Course Tools, and select More Tools (GW).



3. On the *More Tools* page, click on **Request E-Reserves**.

Content Management	
Manage Echo360 Classroo	om Lecture Capture Schedules
Manage Echo360 classroon	n lecture recording schedules; create, view, update, or dele
Create an Echo360 Cour	Service of for Universal Capture: Personal
Create an Echo360 cour	on for use with Echo360 Universal Capture: Personal.
Request E-Reserves Request electronic course re	eserves.

4. Select the library you want to request materials from and click **Submit**.

You are then directed to the GW Libraries website where you can request a resource.

SELECT A LIBRARY	
★ Library	
Click Submit to proceed.	Cancel Submit

- To request additional reserves, return to More Tools (GW) and click Request E-Reserves. You'll be directed to the library's website to begin a new request.
- 6. To remove E-Reserves librarians, go to **More Tools (GW)** and click **Remove E-Reserves Librarians**.

