Requesting Physical Materials via Electronic Reserves

- After creating an electronic reserves page for a particular course in Blackboard (click here for instructions), follow these steps to request physical materials be linked to your electronic reserves page.
- There are separate forms for books, audio, video, and equipment or other miscellaneous items.
- Library staff will pull material from the shelves and place them on reserve in the designated library.
- Records for these physical items will then appear on your electronic reserves page.

1. Log into Blackboard (https://blackboard.albany.edu) using your University NetID and password.

2. Under My Courses, select the course for which you wish to access the electronic reserves.

3. Select the Electronic Reserves link from the left-hand navigation bar. A new window/tab will open.

4. Select the Add Reserve Items link from the left-hand Instructor Course Tools menu.
5. Select the link for the item format you would like to add.

6. Complete the reserve request form by filling in all required citation information (marked by an asterisk on the form). Reserve Location indicates at which library physical reserve items will be held, while loan period is the amount of time students can check out an item. Optional fields on the article request form may also be entered, including Call Number, which can help staff locate the correct item in the catalog. Tags can also be assigned here.

7. Click the **Submit Item** button at the bottom of the form.
8. Library staff will pull the item from the shelf and place it on physical reserve at the designated library. Students will be able to see a record for this item, which includes a link to the item in our catalog.

Contact reserves staff at eres@albany.edu or 442-3569 for additional assistance.