How to Access and Make Course Reserves Requests from the Library Website

Click Course Reserves on the Library Services for Faculty page [http://guides.library.unr.edu/services-for-faculty](http://guides.library.unr.edu/services-for-faculty) on the library website.

Login with netid and password. If it is your first time logging in you will be asked to create an account which requires your name and email address.
Unlike Webcampus, the reserves system does not automatically display the classes you are teaching. You will need to create a reserves course space for your course. Choose “Create a New Course” on the left side menu and fill out the resulting form. From that point on, your current semester course(s) will display under Current Courses each time you log in. Click on desired Course Home link to add item requests for the course.

Once you are in the desired course, click on “Add Reserve Items” on the left side menu to add item requests to the course or clone items to the new course from a previous reserves course. Please email reserves@unr.edu if you have any questions.