

E-RESERVE REQUESTING GUIDELINES - CORONAVIRUS

Course Reserves staff are restricted to use only Mason-Owned holdings for e-reserve purposes. Currently, we have access to physical collections for scanning chapters (*compliant with copyright*) to PDFs. We are also able to place any online materials owned by Mason Libraries on e-reserve. However, we will be **unable** to place rush recalls for materials checked out to patrons and **may not** be able to place rush purchase orders for materials not owned. *Please note, the Mason Reserves Team consists of a small staff. We will process requests as quickly as we can. With this in mind, provide as much extra time as possible.*

BEFORE YOU GET STARTED:

- Check to see if Mason owns the materials needed before requesting.
 - If we do not, we suggest trying to find something similar to the original materials to substitute that we do own and request.
- One citation per reserve request due to copyright evaluation.
- Requests will be processed in the order they are received.
- Incomplete forms will cause delays.
- ‘Needed by date’ in the online form for e-reserve requesting: Put in the exact date the material is needed by for that day’s class.
 - *Do not put ASAP or immediately. We need exact dates to accurately help prioritize requests.*

INSTRUCTIONS FOR RESERVES REQUEST:

- 1: Go to: <https://library.gmu.edu/>
- 2: Click the ‘Reserves’ button in the middle of the screen.
- 3: Click the ‘Place Items on Reserve’ link.
- 4: Log into ILLiad with your Mason NetID and Password.
- 5: Click the ‘**New Reserve Request**’ button on the left side of the screen.
(If you do not have this button, contact the Reserves Team at: ereserve@gmu.edu.)

****Please note that if you click ‘New Interlibrary Loan Request,’ your request will come in as an Interlibrary Loan request and not a Reserve request****

- 6: Fill out the form (i.e. class information, book information).
- 7: Click ‘Submit’ at the bottom of the screen.

MORE INFORMATION? QUESTIONS?

Additional Reserves Information: <https://library.gmu.edu/for/instructors/reserves>

Online Tutorials for Reserves: <https://library.gmu.edu/tutorials/reserve-request>

More questions? Please contact the Mason Reserves team at: ereserve@gmu.edu