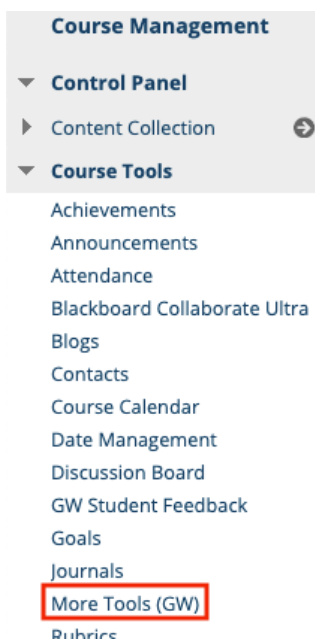


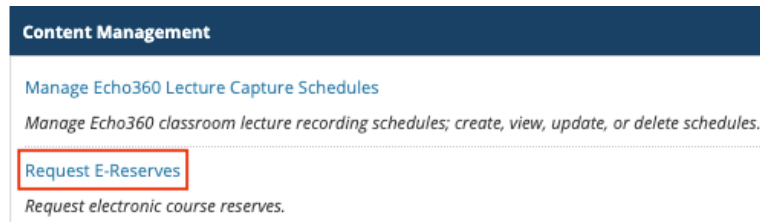
Request Electronic Course Reserves for a Blackboard Course

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 libresrv@gwu.edu.

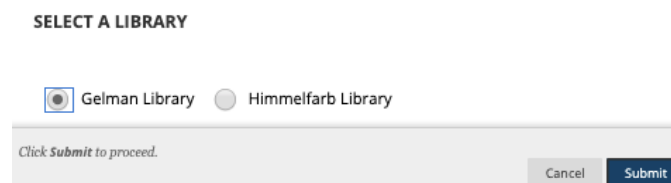
1. Open the Blackboard course in which you want to add electronic reserves materials.
2. Go to the **Control Panel**, click on **Course Tools**, and select **More Tools (GW)**.



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



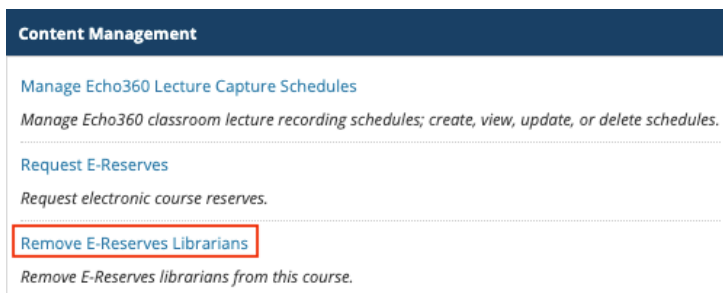
4. Select the library you want to request materials from and click **Submit**.



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

If you have additional requirements after your initial request, go back 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**.



Note: Do not remove the librarians from a course before they add the requested materials.