



## HOW DO I GET COURSE RESERVES?



- From the Library Website click on [Course Reserves](#) under **Resources**

**Books, videos, slides, CD's etc.** will be in the Library – Click on [Book or Audiovisual Reserves](#) (search by [instructor](#) or [course](#)) to see what your professor has on reserve in the library

- Search by the instructor's last name, or by the course number or name:  
Carey OR Ed 423 OR Social Studies Methods
- Go to the Library Check Out/Reserves Desk & ask for them under the course number:  
Bus 280, RS 459, etc.
- Check out time varies from 2-hours to 1 week
- Bring your campus ID to check out reserves

**Electronic Reserves** will be available through Docutek on the Library website or directly linked from your class [BlackBoard](#) site.

From the Library website click on [Electronic Reserves](#) and you will open a screen for Docutek at Edgewood College

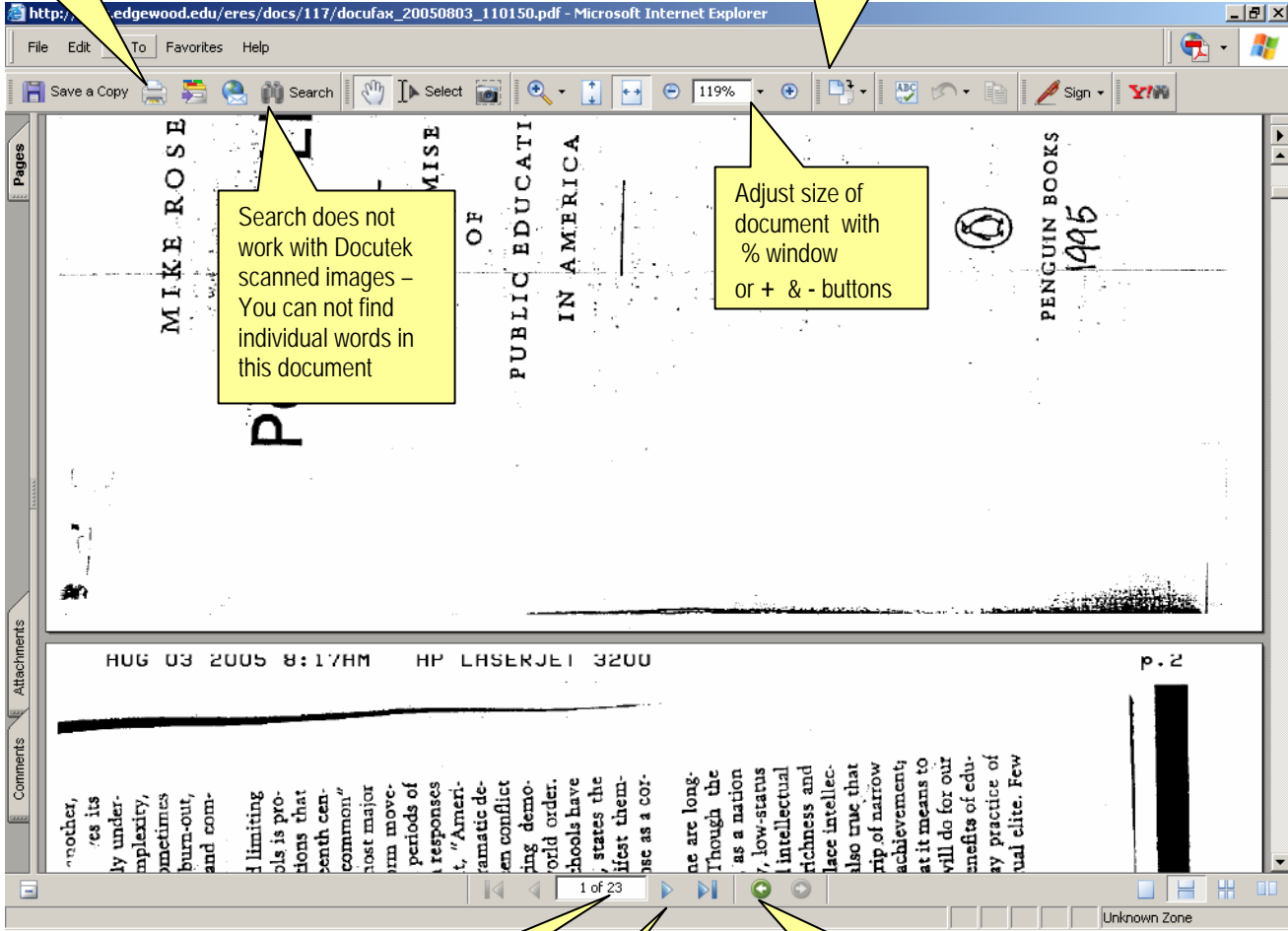
- Click on [Electronic Reserves & Reserves Pages](#)  
Find your reserve materials here.
- Search by Course Number, Course Name, Department or Instructor
- Click on the Course Number to see all documents for that course
- Read the copyright message and enter the PASSWORD that your instructor gave you for this course & click Accept
- PDF files  or Internet Links  to each of the reserve readings will come up
- Find the document(s) you need and click on the title
- A screen with information about the document will come up
- Click on the file name ([docufax\\_...pdf](#)) or on [Click here for more information](#) to see the full text
- You will need Adobe Acrobat to open PDF files (see next page for help with Adobe)
- Internet Links will take you directly to the full text reading through one of our databases or another internet site
- Articles from a library database will require a password if you are off campus – Use your real name and your full 9 digit ID number as you do for other library resources
- See Docutek help screens for more information
  
- Be sure that you cite these readings correctly if you use them in a paper
- Help with citing sources is on the Library website under [Research Help](#)

*Not finding what you're looking for?  
Call the Library or use the Ask a Librarian link on our website*

# HELP WITH DOCUTEK READINGS FROM ADOBE

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