How to Add *New* Materials to ReservesDirect

Log in into ReservesDirect with your NetID & Password.

https://ereserves.library.emory.edu/

For information on submitting a Course Reserves request, please contact:

Woodruff Library/General
Business
Health
Law
Oxford College
Theology
How to Add *New* Materials to ReservesDirect

Click the **Add a Reserve** tab.

Choose the class you want to update and click **Continue**.
How to Add *New* Materials to ReservesDirect

Select **Add an electronic item.** This includes any type of electronic document, such as PDFs, links to online journal articles, Word docs, etc.
**How to Add New Materials to ReservesDirect**

Specify what type of document you are adding. The required portions of the citation (indicated by a *) will change depending on what material type you select. The most common types are **Portion of a Book** (p.5), **Journal Article** (p.11), and **Webpage Link** (p.19).

<table>
<thead>
<tr>
<th>Item Info</th>
<th>ITEM DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Material:</strong></td>
<td><strong>Portion of a Book</strong></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td><strong>Portion of a Book</strong></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Conference Paper, Syllabus or Course Notes</td>
</tr>
<tr>
<td><strong>Book Title:</strong></td>
<td>Image, Movie</td>
</tr>
<tr>
<td><strong>Volume/Edition:</strong></td>
<td>Audio or Sound Recording, Webpage Link, Other</td>
</tr>
<tr>
<td><strong>Publisher:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year of Publication:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Performer:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ISBN:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Page ranges:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total pages used in item:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total pages in book:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Overall Book Usage:</strong></td>
<td>%</td>
</tr>
<tr>
<td><strong>Document Type Icon:</strong></td>
<td>Adobe Acrobat Reader</td>
</tr>
<tr>
<td><strong>ISSN:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OCLC:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Print status:</strong></td>
<td>out of print, in print</td>
</tr>
</tbody>
</table>

If you do not know the ISBN of your book, please search for it in Books In Print

Example page range: 336-371, 381-388
Example time range: 2:10-5:30, 10:30-12:14

This field displays the total % of book uploaded to this course.
# How to Add New Materials to ReservesDirect

To add a chapter of a book, select **Portion of a Book** as the **Type of Material**. Fill out the required fields (*) accurately. **Total pages used in item** and **Overall Book Usage** will be automatically populated.

<table>
<thead>
<tr>
<th><strong>Type of Material:</strong></th>
<th><em>Portion of a Book</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td><em>The Land as Promise and as Problem</em></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td><em>Brueggemann, Walter</em></td>
</tr>
<tr>
<td><strong>Book Title:</strong></td>
<td><em>2nd: Place as Gift, Promise, and Challenge in Biblical Faith</em></td>
</tr>
<tr>
<td><strong>Volume/Edition:</strong></td>
<td><em>2nd ed.</em></td>
</tr>
<tr>
<td><strong>Publisher:</strong></td>
<td><em>Minneapolis: Fortress Press.</em></td>
</tr>
<tr>
<td><strong>Year of Publication:</strong></td>
<td><em>2002</em></td>
</tr>
<tr>
<td><strong>ISBN:</strong></td>
<td><em>9780800634629</em></td>
</tr>
<tr>
<td><strong>Page ranges:</strong></td>
<td><em>1-13</em></td>
</tr>
<tr>
<td><strong>Total pages in item</strong></td>
<td><em>13</em></td>
</tr>
<tr>
<td><strong>Total pages in book:</strong></td>
<td><em>225</em></td>
</tr>
<tr>
<td><strong>Overall Book Usage:</strong></td>
<td><em>%</em></td>
</tr>
<tr>
<td><strong>Document Type Icon:</strong></td>
<td><em>Adobe Acrobat Reader</em></td>
</tr>
<tr>
<td><strong>ISSN:</strong></td>
<td><em>Blank</em></td>
</tr>
<tr>
<td><strong>OCLC:</strong></td>
<td><em>Blank</em></td>
</tr>
<tr>
<td><strong>Print status:</strong></td>
<td>![out of print](in print)</td>
</tr>
</tbody>
</table>
How to Add **New** Materials to ReservesDirect

Upload the document from your computer by clicking the **Browse** button in the **Item Source** portion of the window. (The item upload will resemble the process of attaching a file to an e-mail.) Once the document has been uploaded, click **Save Changes**.
How to Add *New* Materials to ReservesDirect

Click **Add Item to Class**.

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

ReservesDirect courses requesting this item:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Instructor(s)</th>
<th>Term</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC 698-000</td>
<td>Theological Libraries</td>
<td>Candler Instructor</td>
<td>FALL 2011</td>
<td>preview</td>
</tr>
</tbody>
</table>

Please enter reserve information for this course:

Set Status:  ○ ACTIVE  ○ INACTIVE

Active Dates: 2011-07-17  to  2011-12-31  (YYYY-MM-DD)

Add Item to Class

* = course requested this item  💂 = active courses  ⚠ = new courses not yet in use  ⚠ = courses canceled by the registrar
How to Add *New* Materials to ReservesDirect

If the document exceeds Emory University’s *Fair Use* limit, you will receive a pop-up message alerting you to confirm that you would like for the library to pay for copyright permissions.

Your upload has exceeded the Emory University fair use guideline amount.

If the material is essential to your course, select ‘OK’ and the Libraries will request and pay for copyright permission on your behalf.

Alternatively, you can select ‘Cancel’ and reduce your upload to fall within the University’s fair use guidelines.
How to Add New Materials to ReservesDirect

At this point you may click **cancel** and **reduce** the number of pages you are adding to below the maximum that Emory University’s Fair Use policy allows. In this case, the libraries accrue no fee, do not have to apply for copyright permission, and there is no risk of the request being denied by the rights holder. 

**OR**

You can click **OK** and Library staff will apply for permission through the Copyright Clearance Center and pay any fees associated with the submission. It is possible that the rights holder will deny permission to use the excerpt.
How to Add *New* Materials to ReservesDirect

You can also:

- Add a [Journal Article](#) (p.11)
- Add a [Webpage Link](#) (p.19)
- Contact the [Reserves Specialist](#) (p.22)
How to Add *New* Materials to ReservesDirect

For an article published in a journal, select **Journal Article** as the **Type of Material**. Fill in the required fields (*) with all the necessary information.

![Screenshot of the ReservesDirect interface showing how to add a new journal article.](image-url)
How to Add *New* Materials to ReservesDirect

After filling in the citation info you have the option to “Get URL,” i.e. create a web link to the full text of the article. If Emory Libraries have access to the electronic version of the document it is always preferable to create a link instead of uploading a PDF.

Instead of uploading a journal article, please use the “Get URL” button below to locate a link to the article, as not all of the Journal license agreements allow for the uploading of PDFs.
How to Add New Materials to ReservesDirect

Click the Get URL button in the Item Source portion of the upload page. A web link will automatically be generated. Finally, click Save Changes at the bottom of the screen.

* = required fields

I have read the Library’s copyright notice and certify that to the best of my knowledge my use of this document falls within those guidelines.
How to Add *New* Materials to ReservesDirect

Click Add Item to Class.

* = course requested this item  
* = active courses  
⚠ = new courses not yet in use  
🚫 = courses canceled by the registrar
How to Add *New* Materials to ReservesDirect

To test the link, return to your course and click on the title of the journal article you just uploaded.

Reserve created successfully
You may duplicate this item and add copy to the same class
Note: clicking this link will take you away from this screen
Return to Edit Class

*Embracing Differences*
Foster, Charles R., 1937-
Book Title: Embracing Diversity
Pages/Time: 1-20
Content Note: Chapter 1
Content Note: 20 of 136 p. = 14.70% of text.
Link to this item: https://ereserves.library.emory.edu/reservesViewer.php?reserve=473899

*Evil in English Literature*
Michaud, Marilyn
Journal Title: Literature & Theology
Volume/Issue: 19.3
Pages/Time: 285-288
Year of Publication: 2005
Link to this item: https://ereserves.library.emory.edu/reservesViewer.php?reserve=473902
How to Add New Materials to ReservesDirect

A new tab or window will open offering options of different databases that host the article. Click the blue GO button to the right of one of the database titles. You will be led to the full text of the article.

Title: Evil in English Literature

Online
Full text available from Oxford University Press Journals Current
Full text available from EBSCOhost Humanities International Complete
Full text available from ProQuest Religion New Platform
Full text available from ProQuest Research Library New Platform

Check for Print Copies
Check for campus location and availability in Emory's Library Catalog:

Reference
Save Citation Information
This will generate a stable URL and a citation for use in Blackboard, ReservesDirect, or other course materials.

Web Service
Comments, questions, problem reports? Ask eJournals!

Web Search
Search for related information in Google Scholar
Search Terms: Evil in English Literature
Click here to set Emory Universe
How to Add New Materials to ReservesDirect

If the article is not available through one of Emory’s databases, you may post it in PDF format. See page 6 for written instructions on uploading PDFs.
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You can also:

Add a [Portion of a Book](#) (p.5)
Add a [Webpage Link](#) (p.19)
Contact the [Reserves Specialist](#) (p.22)
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For a webpage, select **Webpage Link** as the **Type of Material**. Fill out the citation fields and paste the link into the **Add a link** field in the **Item Source** section. To make sure the link is working properly click **Preview URL**. Click **Save Changes** at the bottom of the screen.
How to Add *New* Materials to ReservesDirect

Click Add Item to Class.
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You can also:

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Add a **Journal Article** (p.11)
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Questions?

Contact:

Jenny Vitti
Reserves Specialist
Pitts Theology Library
Emory University
404-727-5535
jvitti@emory.edu