How to Search for Existing Materials in ReservesDirect

Log in into ReservesDirect with your NetID & Password.
https://ereserves.library.emory.edu/
How to **Search** for Materials in ReservesDirect

Click the **Add a Reserve** tab.

Choose the course number of the class you want to update and click **Continue**.
How to **Search** for Materials in ReservesDirect

If you know the item has already been uploaded into ReservesDirect in the past, select **Search for the item** from the How would you like to add an item to your class? box.
How to Search for Materials in ReservesDirect

Search the database by typing the title or author of the text you need into the Search for Archived Materials box.

Click Find Items.
How to **Search** for Materials in ReservesDirect

Select the document you need from the list of **Search Results** and click **Add Selected Materials**.

1. Select the desired document from the **Search Results**.
2. Click **Add Selected Materials**.
How to Search for Materials in ReservesDirect

Select Go to class to review your work, or search for another item by clicking Yes, to this class.
How to **Search** for Materials in ReservesDirect

Instead of searching for items by author/title you may also search postings made by other instructors at Emory by choosing an instructor name from the drop-down menu in the **Search by instructor** box and clicking **Get Instructor’s Reserves**.
How to **Search** for Materials in ReservesDirect

The search results will include all of the materials that the selected instructor has placed on reserve using Reserves Direct. All material types (books, PDFs, web links, etc.) are represented here and you may select any item you choose and add it to your class by clicking **Add Selected Materials.**
How to **Search** for Materials in ReservesDirect

Select **Go to class** to review your work, or search for another item by clicking **Yes, to this class**.

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

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Your items have been added successfully.

- **Go to class**

Would you like to put more items on reserve?

- **No**
- **Yes, to this class.**
- **Yes, to another class.**
Questions?

Contact:

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