

Faculty Tip Sheet for Course Reserves in ELMS

UM Libraries' Course Reserves hard copy listings and e-reserves are available only through ELMS (powered by Blackboard). Use these instructions to request a course space in ELMS and activate course reserves—required for processing, but only takes 5 minutes of your time—as well as submit reserve requests online (optional).

Requesting a Course Space in ELMS (3 minutes):

1. Go to <http://elms.umd.edu>
2. Click on the **Faculty Resources** tab and then the **Request a Course or Organization Space** link
3. Log in with your Directory ID and password
4. Click on **Request ELMS Space** → **Course** → **Course Reserves** (click under “Single Course” for separate classes or “Multi-Course” for cross-listed classes that share the same students and readings)
5. Choose the semester and course, and click the **Request Space** button; the course will be created in ELMS within 2 business days (sometimes within 2 hours), and you will be emailed when it is available

Logging into your ELMS course and activating Course Reserves (2 mins):

1. In ELMS (<http://elms.umd.edu>), log in with your Directory ID and password
2. Click the course under **My Courses**
3. Click the **Control Panel** link on the left
4. Click the **Course Reserves Administration** link (first click activates the course in the Libraries' system)

*****That's it! Your course is ready for adding reserve items!***** You can send requests directly to Library reserve staff (by paper or email), and they will be able to add your requested items for your students to use in ELMS. If you would like to add or request items yourself, and see the full benefit and service of the system—including tracking of requests and uploading your own files—see the section below for more information.

NOTE ON STUDENT ACCESS: Students access course reserves in ELMS by clicking on the **Course Reserves** link on the left menu of the course (if the “Course Reserves” link was added there) or by going to **Course Tools**, then to **Course Reserves**. Instructors can also use this link to manage reserves.

Adding reserve items online:

1. After clicking **Course Reserves** or **Course Reserves Administration**, select **Add Reserve Items**
2. You have three options: E-Reserve: Article..., E-Reserve: Book Chapter, or Hardcopy Reserve: Book...
3. For articles, chapters, web pages, and other electronic reserves, click one of the **E-Reserve** forms
4. Fill out the required fields and choose how you want the item to be supplied; if you choose to upload a file (NOTE: please include the page with the **copyright notice** for each item), a reserves staff member will review it for copyright compliance and make it available for student view soon thereafter
5. For Date Needed By please use the MM/DD/YY format to indicate when you need it available
6. Submit the request; you may track the status of the item by clicking on it under the **Reserve Items** list; if you subscribe to email notification (under **Class Details**), you will get an email when the item is available
7. Entering a **Hardcopy Reserve** request works the same way except that you choose what library you want it to be on reserve at (i.e., the Pickup Location), and the loan period
8. When the item is available, you can see how the students view it by clicking on **Switch to Student Mode**

If you need help, click on the [Contact Reserves Staff for Assistance](#) link at the bottom of any of the course reserves pages to find the contact info for your reserves staff member, or go to <http://www.lib.umd.edu/reserves>.