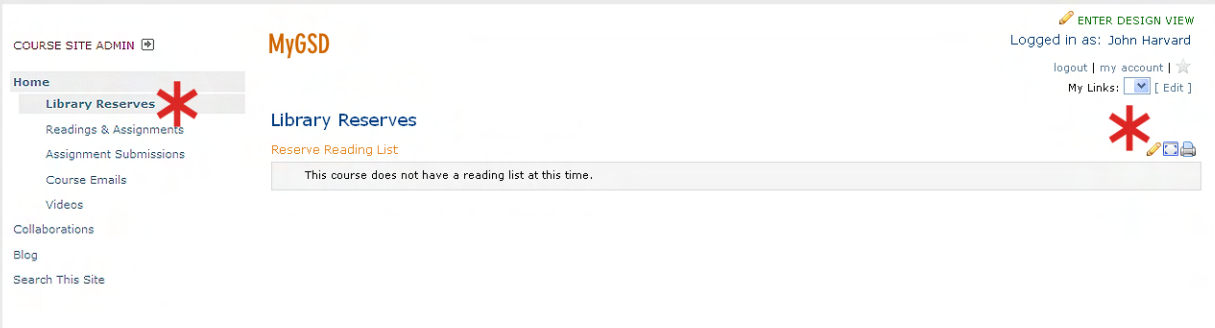


Reserve Reading List Tool (Library Reserves)

To Submit Reserve Requests to the Frances Loeb Library Circulation Department

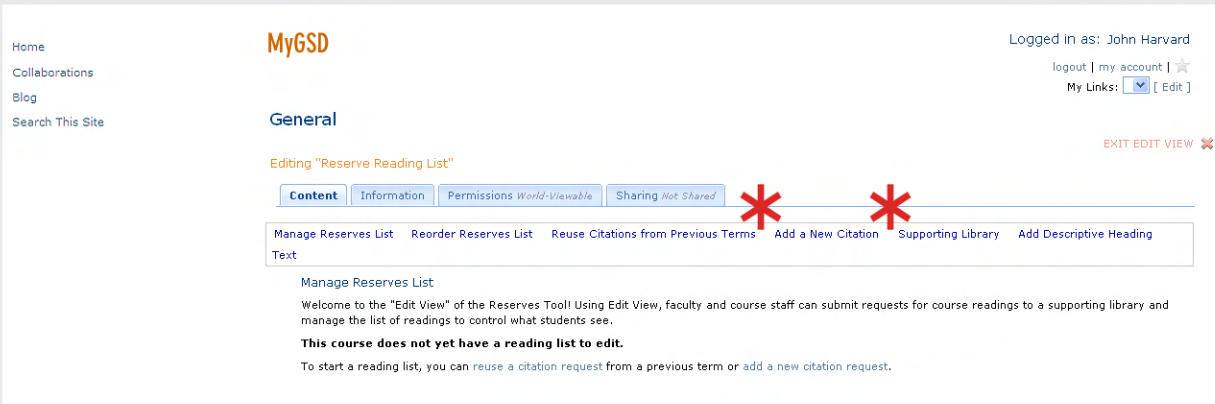
Note for Instructors and TFs: Authentication with an HUID/PIN is Required

1. Select the **Home -> Library Reserves** page.



2. To create your list of reserve requests, click on the pencil icon at the top right of the **Course Reserve Reading List** topic box. You can submit requests in three ways:

- + Reuse citations from previous terms
- + Add a new citation
- + Submit your reserve requests directly to the library circulation staff via email



To Reuse Citations from the Previous Terms:

1. Select *Reuse Citations from Previous Terms* from the list of editing options
2. Using the drop-down menu, select the semester you would like to view, then select *Filter and Display*
3. To add individual citation requests to your current reserve list, check the *Select* box at the left of each reading, then select *Copy Citation Requests to Current Term*
4. To add the entire list to the current term, click on *Select all Citations* and then on *Copy Citation Requests to Current Term*. Please use this option only if *all* items listed are required for the current term

To Add a New Citation to the Current Term:

1. Select *Add a New Citation* from the list of editing options
2. Using the drop-down menus, select the *Material Type* and the *Supporting Library*, then click on *Next*
3. Add bibliographic information to the citation request form
4. Submit the request to the supporting library

To submit your Reserve Requests directly to the Francis Loeb Library Circulation Staff:

- + Email Bob Angilly at bangilly@gsd.harvard.edu (Reserves Assistant)

*Contacts

For questions about reserves, contact Bob Angilly at bangilly@gsd.harvard.edu or Jennifer Friedman at friedman@gsd.harvard.edu

If you need technical support in using the reserves tool within the Course iSites interface, contact Kevin Lau at klau@gsd.harvard.edu