

## INSTRUCTION GUIDE

### Electronic Reserves




#### About E-Reserves

The Electronic Reserves System provides online access to Course Reserve Readings. E-Reserves permits students to access Course Readings remotely from home or office, and allows students to view and print materials using Adobe Acrobat Reader. All users of the E-Reserves service must comply with the University Policy and Copyright Law (Title 17, United States Code).

Access to E-Reserves is restricted to currently enrolled students and faculty. Users connecting off campus, not using a GMU Dial In connection should read the information about accessing restricted library materials at (<http://infosparc.gmu.edu/lso/proxy.html>).

#### Accessing E-Reserves

**Note: Adobe Acrobat Reader** must be loaded on your computer to view and print some E-Reserves. If you do not have the free **Adobe Acrobat** reader installed, click on the **Get Acrobat Reader** icon and follow the on-screen instructions to install the package as a browser plug-in.

1. Go to <<http://oscr.gmu.edu>>.
2. Click on the magnifying glass  **Search electronic reserves.**
3. Using the drop-down boxes, select the **course** and/or the **instructor**.
4. Enter in the **password** and click **submit** to view the item. If you do not have the password, contact your instructor. Passwords are assigned to each instructor/class to ensure access to class students only. Library staff are unable to give out the password.
5. If more than one course is available for an instructor, click on the name of the course you need.
6. To view an article, click on the small **PDF** button  or the **Link** button  if available.

#### Problems with E-Reserves

If you experience problems (ex. missing pages, broken links, etc.) with an electronic reserve item or need additional help please contact the E-Reserves Coordinator at 993-9043.

*If you need additional assistance please e-mail: [ereserves@gmu.edu](mailto:ereserves@gmu.edu).*