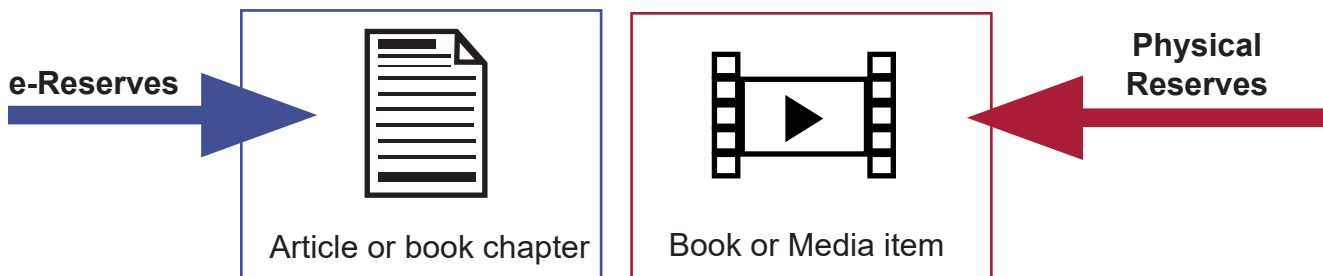# Placing a Reserves Request

This tutorial provides instruction on placing new and repeated reserves requests for Blackboard courses.

1   Navigate to library.gmu.edu. Select the blue "Reserves" button below Mason Libraries' Search.

2   Select "Place items on Reserve," and log in with your Mason ID and Password. (If this is your first time using ILLiad you will need to complete an information form.)

3   Select "New Reserve Request" from the left-side panel. Choose the icon for Article or Book Chapter for e-Reserves, or the icon for Book or Media item for physical reserves.

e-Reserves → Article or book chapter   Book or Media item ← Physical Reserves

4   Next, read the copyright terms, fill out the form, and submit the request. *One citation per requests. Multiple chapters or other materials require a single request per citation.*
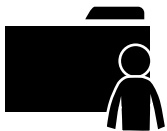
!   **You will be notified via email when your Reserves requests are processed and available.** This email will provide you with a URL that you will use to link to your e-Reserves in Blackboard.
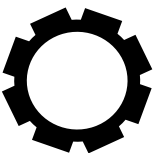
Re-submitting your Request

You can easily place requests for items placed on reserves in previous semesters.
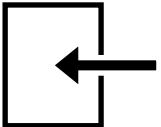
Log in to your Mason ILLiad account with your Mason ID and Password.

Select "My Requests" from the left menu.

Then, select "Requests in Processing." All of your finished requests will be shown. Only requests with the status of "Reserve Request Finished" are eligible for re-submission.

Select the Transaction numbers of the items you wish to re-submit. These will be in the left-hand column. You will also need to check if the reserves are item types eligible for re-submission. Only the "ReserveArticle" and "ReserveBook" types are eligible.

Click the 'Clone Request' link. This is at the top of the page. Update the course information in the request form. Read the copyright terms, and submit your request.

Additional Help

If you have reserves questions, contact the Reserves team at ereserve@gmu.edu.