E-Reserves can be added to a course or attached to a submission to give your class easy access to outside material.

To have E-Reserves added to your course you must first fill out a form. To access the form:

1. Go to library.nku.edu.
2. Click on Faculty & Staff
3. Click on Course Reserves
4. Then fill out the form, it should look like this:
Using E-Reserves

Last updated: 8/20/2012

**Course Reserves**

FACULTY USE ONLY
Submit form electronically for prompt e-reserve processing.

**Please Enter Your Personal Information:**

- **Name:**
- **NKU Email Address:**
- **Phone Number:**

**Please Enter Course Information**

- **Course Name:**
- **Course Number:**
- **Course Section:**
- **Course Semester:**
- **Course Year:**
- **Number of Students:**

To create an E-Reserve link:

1. Select **Build Content**, then select **Item**

2. Under Attachments click **Browse Content Collection**
Using E-Reserves

Last updated: 8/20/2012

3. Select Library Content

This screen will show all available E-Reserves for your course. Select the E-Reserves you want to use, then click the submit button.

4. After the E-Reserve item is attached click Submit to add the item to your course.

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.