Submit your electronic reserves requests to the Library, using the Reserves Request Form. The printed version of the form is available at the Access Services desk in Sprague Library.

Please note that when adding materials to the eReserves Collections, Sprague Library adheres to the Montclair State University Copyright and Duplication Policy (http://www.montclair.edu/facultyhandbook/copyright_and_dup.html), which states that copying (i.e., use) shall not ... be repeated with respect to the same item by the same teacher from term to term (i.e., consecutive semesters) [section IIIC3].

Once you have been notified by Access Services that your course eReserves are available, you and your students can access them.

To Access your Course eReserves:
1) Login to Blackboard
2) Click the Content Collection Tab (on top)
3) Click Library Content (on left)
4) Click eReserves folder (on right)

Here you will see the courses that you are teaching or taking. Click on the course folder for the eReserves you would like to view.