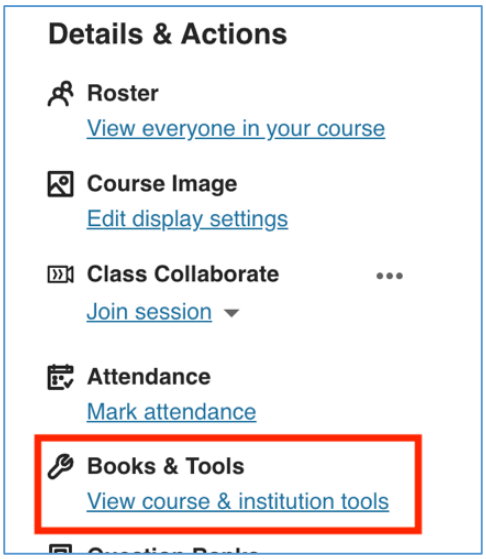
Blackboard Ultra: Request Electronic Course Reserves from GW Libraries

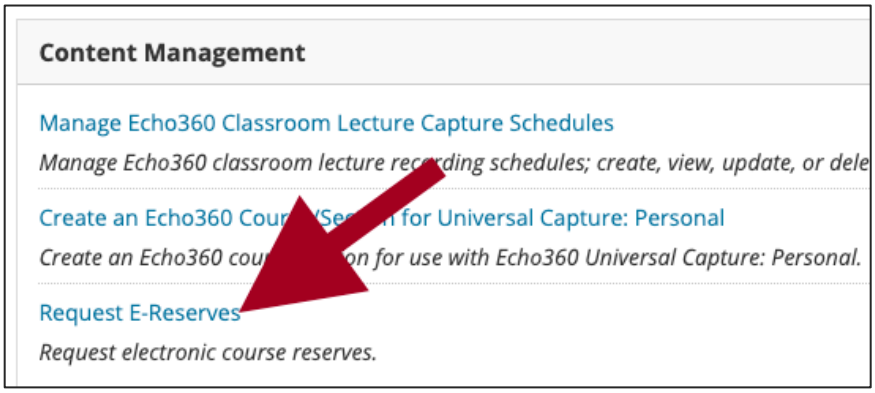
Submit a request for GW Library staff to add print and media reserves to your Blackboard course. If you have questions regarding the Reserves Service, please contact Library Staff at libresrv@gwu.edu.

1. Open the Blackboard course in which you want to add electronic reserves materials.

2. Go to the **Details & Actions** panel, click on **Books & Tools**, and select **More Tools (GW)**.

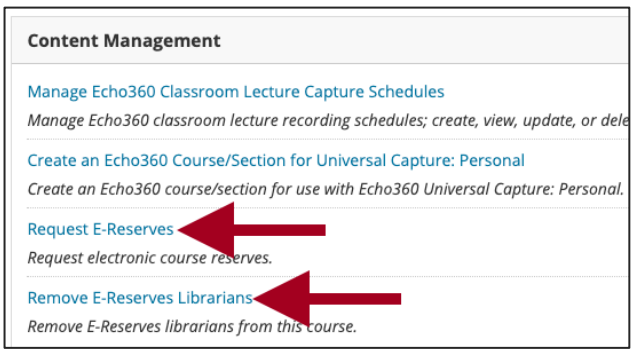


3. On the *More Tools* page, click on **Request E-Reserves**.



4. Select the library you want to request materials from and click **Submit**.

   You are then directed to the GW Libraries website where you can request a resource.

5. To request additional reserves, return to **More Tools (GW)** and click **Request E-Reserves**. You'll be directed to the library's website to begin a new request.

6. To remove E-Reserves librarians, go to **More Tools (GW)** and click **Remove E-Reserves Librarians**.