Kean University Library
Accessing and Retrieving Electronic Reserve Items

You will need:
- Your Instructor’s Name
- Name and Number of the Course
- Adobe Reader

Method 1: Accessing E-Reserves from Kean Catalog

Go to Kean University Library home page: http://library.kean.edu
Click on Kean Catalog
Click on Course Reserve

Access E-Reserve items for a course in two ways:
- Kean Catalog--Course Reserve
- Research Guides--E-Reserves
Select your Instructor or your Course from the drop-down menus and click on Search.

**Note:** Both print reserves and electronic reserves will show up here.

If you have selected your Instructor you may need to select your Course by selecting a link under Title.
The Course screen will provide a link to the new E-Reserves page for the course.

Note: These links are left over from the earlier inactive E-Reserves system and will be removed.

This is the E-Reserves page for the selected Course. Click on Continue to agree to abide by the United States Copyright Code.
Method 2: Accessing E-Reserves from Research Guides

If you know that the reserve material you need is in electronic format you can begin by selecting Research Guides on the Library’s home page.

Click on E-Reserves

Start typing the course number, course name, or instructor’s last name in the space provided.
A list of matches will appear. Click on a course to select it.

Both methods lead to the Research Guides - E-Reserves by Course page.

Click on Continue to agree to abide by United States Copyright Code.
To view an E-Reserve item, click on its link.

Enter the password provided by your instructor to open the PDF file.

If you have any questions concerning Library Reserves, please contact
Anita Nash at 908-737-4629 or anash@kean.edu.

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