

HOW TO ACCESS ELECTRONIC RESERVE FILES

1. Go to the Rice Library Web Page. (<http://www.usi.edu/library/index.asp>)

The screenshot shows the homepage of the David L. Rice Library at the University of Southern Indiana. At the top left is the USI logo and the text "UNIVERSITY OF SOUTHERN INDIANA". To the right are navigation links: "Directories | Contact USI | USI Home | Library Home | Site Map". Below this is a large banner with the text "DAVID L. RICE LIBRARY" and a photograph of students studying in a library. Under the banner is a navigation menu with items: "Books & Media", "Articles & Journals", "E-Resources", "Interlibrary Loan", "Using the Library", and "About the Library". On the left side, there are sections for "Quick Links: Need Help? Ask-a-Librarian" (with links for "by Email" and "by Phone") and "more library links" (with links for "Contact Us", "Course Reserves", "Hours", "Journal Finder", "Lab Schedules and Policy", "Let's Talk Library", "Fan Us on Facebook", "My Library Account", and "Special Notice - Journal Finder Downtime"). The main content area on the right features four sections: "Catalog" (Access to Rice Library items, books, dvds, my library account, and more!), "Databases" (Access to Rice Library's 60+ Databases, Alphabetically or By Subject.), "Research Guides" (Explore the Library's Guides and Tutorials.), and "Distance Learning".

2. Look for the heading CATALOG and click on it.

Then click on Course Reserve.

The screenshot shows the "Advanced Search" interface of the David L. Rice Library Catalog. At the top left is the library logo and name. To the right are navigation buttons: "New Search", "My Searches", "My List", and "My Account". A "Log in to your account" link and a "Help" icon are also present. The main heading is "Advanced Search" and the database is identified as "David L. Rice Library - Catalog". Below this is a search bar with a dropdown menu set to "Course Reserve" (highlighted with a red circle). The search bar contains the text "Search by course reserve". Below the search bar are three search criteria sections, each with a text input field, a dropdown menu set to "all of these", a dropdown menu set to "within", and a dropdown menu set to "Keyword Anywhere". The first section has an "AND" dropdown. Below these are "Year" and "Location" filters. The "Year" filter has radio buttons for "Last 2 Years" (selected) and "From" (with "To" input fields). The "Location" filter has a dropdown menu set to "All Locations". At the bottom is a "Type" filter with a dropdown menu set to "All Types".

David L. Rice Library
University of Southern Indiana

Log in to your account Help

New Search My Searches My List My Account

Course Reserve Data Page

Database: David L. Rice Library - Catalog

Basic Advanced Subject Author Course Reserve New Acquisitions Search History

Select Locations: DAVID L RICE LIBRARY

Instructor: Any

Department: Any

Course: Any

Records per page: 10 records per page

Reset Search

Search Tips: To find material on reserve for your course, select the instructor, department, and/or course.

3. Click on the arrow to the right of the word instructor and find your instructor's name and click on it to bring it into the box. You may want to add the course number to narrow a search since a faculty member may have multiple courses. Click on the arrow to the right of Course and choose the correct number. Then click on SEARCH.

Print Export E-mail Add to List Select Page All Sort By: Next

Section	Course	Department
E-item Solution to problem 1.19 for ENGR 235	235: ENGR	E: ENGINEERING
E-item Solution to problem 1.24 for ENGR 235	235: ENGR	E: ENGINEERING
E-item Solution to problem 1.41 for ENGR 235	235: ENGR	E: ENGINEERING
E-item Solution to problem 1.45 for ENGR 235	235: ENGR	E: ENGINEERING

Electronic file
no item information, E-Reserves [see link below]

4. A screen will appear similar to the one above. All of the electronic items begin with e-item. Choose the title you want and click on it.

5. You will then click on [Click here to view](#) or [Click here to view database link](#).

The screenshot shows the David L. Rice Library website interface. At the top, there is a navigation bar with links for "New Search", "My Searches", "My List", and "My Account". A "Log in to your account" link is also present. The main content area displays "E-item Solution to problem 1.24 for E". Below this, there is a "Holdings Information" section with details such as "Location: E-Reserves [see link below]", "Call Number: Electronic file", "E-Items: Click here to view", "Number of Items: 0", and "Status: No information available". A modal dialog box titled "Connect to library2.usi.edu" is overlaid on the page. The dialog box contains a warning message: "The server library2.usi.edu at USI_Library_Reserves requires a username and password. Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection)." It includes input fields for "User name:" and "Password:", a "Remember my password" checkbox, and "OK" and "Cancel" buttons. To the right of the dialog box, there is a "Titles" section with "2 of 41" items, and a "This item" section with "Record View" and "Staff View" options. Below that, there are "Actions" such as "Make a Request", "Print", "Export", "E-mail", and "Add to My List". The footer of the page includes the library name and copyright information: "©2007 Ex Libris Group. All rights reserved."

6. A box will appear on the screen asking for **USERNAME AND PASSWORD** if it is a scanned item. You will need to type in the username and password that was given to you in class by your professor and click on **OK**. The system is case sensitive so make sure you type it exactly as it was given to you.
7. The system should then load the file onto your PC. The files load using Acrobat Reader, which is a free software program. It can be found at this web address: www.adobe.com/products/acrobat/readermain.html
8. If the statement says “Click here to view database link” this will take you directly to a database durable/persistent link to an article. You may have to click another button to get the pdf or full-text article to appear.
9. If you need any assistance you may call the library. 464-1907 or 464-1913.