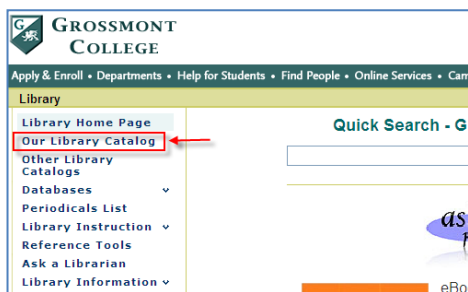




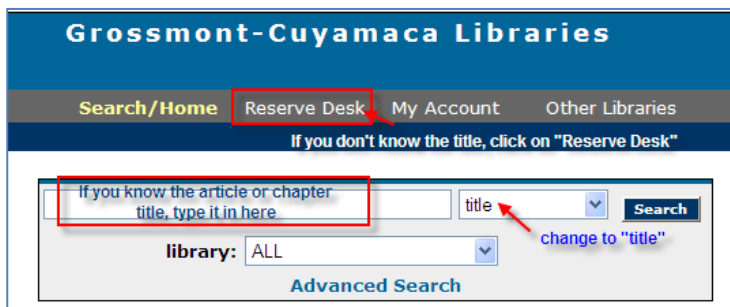
## *Library Tips: How to Find Articles & Book Chapters Your Instructor Has Placed in e-Reserves*

It used to be that you had to come to the library to get Reserve articles—but now the library comes to you! By using e-Reserves, you can read articles and book chapters right from your own home computer. It's easy! Once you've walked through the steps below, you'll know how to access any e-Reserve. E-Reserves is another way your library is working to help you succeed in college.

1. Start at the library's page <http://www.grossmont.edu/library/> . Click on “**Our Library Catalog**” to get to the **Catalog** page.

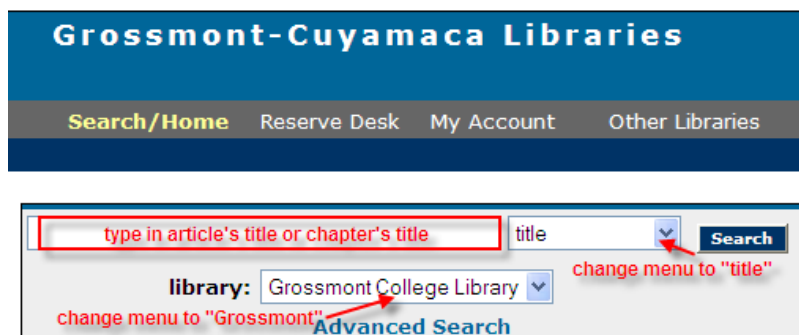


2. From the **Catalog**, there are several ways to find your e-Reserve—**by title, by instructor, by course number, by course name**—just pick a way and find its instructions below.



### **Searching By Title**

1. On the **Catalog** page, type in title of the article or chapter; change drop-down menus to “Grossmont” and “title.”




- Look at the last line of the article's record and click on "**Grossmont students click here to read this e-Reserve.**" This opens up the full-text of the article or chapter.

**Shaping ideas for writing: Planning and shaping**

**Holdings**

Grossmont Call Number	Copies	Material	Location
*P-BELL (SHAPING IDEAS)	1	Reserve File, 3 hour limit	Reserves
	1	Reserves Online	Reserves

**Personal author:** Foster, Tara  
**Title:** Shaping ideas for writing: Planning and shaping, / Tara Foster.  
**Local note:** Photocopied material for reserve file: Bell.  
**Local note:** Course: HIST 100.  
**Held by:** GROSSMONT  
**URL:** Grossmont students click here to read this e-Reserve.   
[Click here to open up the full-text article or chapter!](#)

## Searching By Instructor

- From the **Catalog** page, click on **Reserve Desk**

**Grossmont-Cuyamaca Libraries**

[Search/Home](#) [Reserve Desk](#) [My Account](#) [Other Libraries](#)

Search for:  title

library:

- On the **Reserves** page, type in the **instructor's last name**. Use the menu to change library to "**Grossmont College Reserves.**" Click "**by Instructor.**"

**Grossmont-Cuyamaca Libraries**

[Search/Home](#) [Reserve Desk](#) [My Account](#) [Other Libraries](#)

**Reserves**

Search for:

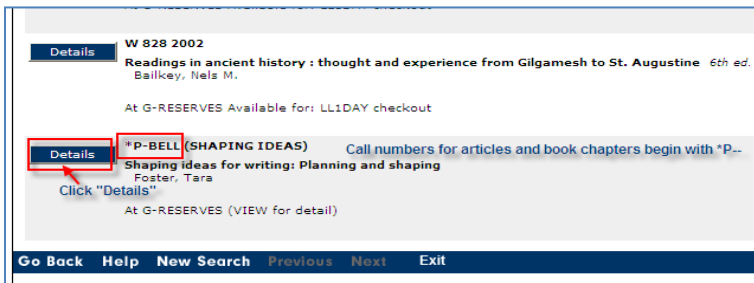
Select Library:

## Searching By Instructor, cont.

### 3. Select your course



### 4. Find article's title in the results list (the call number begins with \*P- followed by instructor's name) & then click **Details**

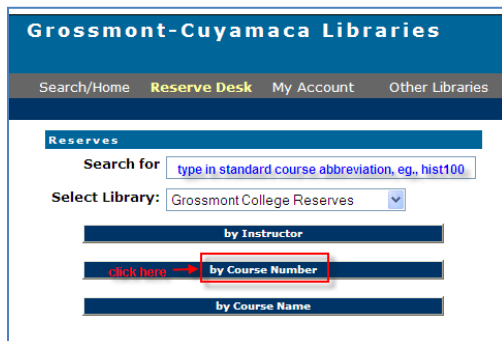


### 5. Look at the last line of the article's record and click on **"Grossmont students click here to read this e-Reserve"** to open up the full-text of the article or chapter.



## Searching By Course Number OR Searching By Course Name

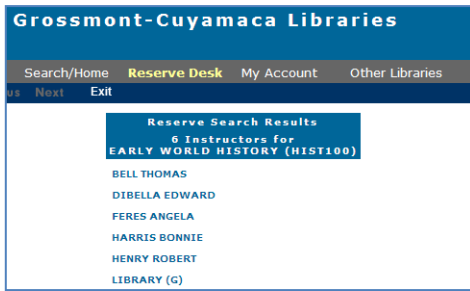
1. From the **Catalog** page, click on **Reserve Desk**
2. Type in either a course number or a course name.



OR



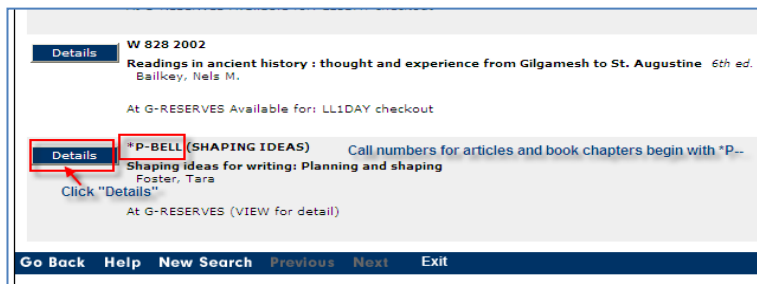
3. Select your instructor's name



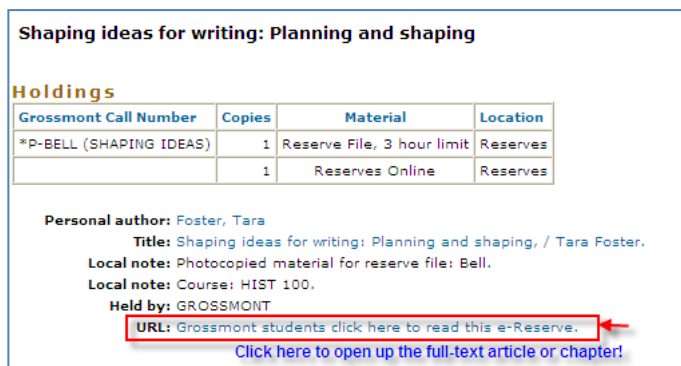
4. Select your course.



5. Find the article's title in the results list & click **Details**



6. Look at the last line of the article's record and click on "**Grossmont students click here to read this e-Reserve**" to read the full-text article or chapter.



### Library Login

Username=firstname.lastname

Password=six digit birth date (MMDDYY)

Questions? Call the Reference Desk (619) 644-7361