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 Control Panel, click on Course Tools, and select More Tools (GW).


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

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

If you have additional requirements after your initial request, go back 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.

Note: Do not remove the librarians from a course before they add the requested materials.