



# The University of Tennessee, Knoxville Libraries

## Accessing Online Course Reserve Materials

<http://www.lib.utk.edu/reserve/online/>

### WHAT YOU NEED:

**Hardware:** A computer with Internet access.

### Software:

All labs on campus have the required software. To view the online reserve PDF files at home you will need to have the **FREE** Adobe Acrobat Reader 6.0 installed on your computer. The following information will assist you with downloading and installing the Adobe Reader software.

### Downloading the Adobe Acrobat Reader 6.0:



- Go to: <http://www.adobe.com/products/acrobat/readstep.html> and complete the 3 steps to download the reader.
- Once you have downloaded the file, double click on the installation icon and follow the instructions to install.

### **FINDING RESERVE FILES :**

Start at the UTK Library Website at <http://www.lib.utk.edu>

Click on Catalog from the left Menu Options.



Click on *Course Reserves* under *Search Options* on the right hand side of the page.

#### **All searches are "Browse" searches, meaning:**

- Enter as much of the term as you know, e.g. *English 101* or *Biochem*.
- Search results will be a browsable list; the second entry will be closest to the term you enter.

#### **For "Keyword" searching, choose the Advanced Search option.**

**Course Name** = DEPARTMENT COURSE# INSTRUCTOR

Examples:

- ENGLISH 102 RIVERS
- SOCIAL WORK 200 SPICUZZA
- MUSIC HISTORY 380 GAY
- FORESTRY WILDLIFE AND FISHERIES 530 RAMSEY
- BOOK LOAN PROGRAM POLITICS (located in the Black Cultural Center)

**Title:** • Include the word *Online* when browsing for an Electronic Reserves title, e.g. *Online Language of advertising*.

Click on the URL of the article once you find what you are looking for.

**Authentication:** Before viewing an online document, you will be taken to a default copyright page, click the BLUE icon box in the top left of the page to actually access the article. You will then be prompted for your Net ID User name and password. Why? Fair use of copyrighted materials means that we must limit access to course reserves to University of Tennessee affiliates.

- **YOUR NET ID USER NAME** is a unique string of characters—usually a combination of your first initial and last name.
  1. Example: Melba Venearo would be mvenearo (which is pretty unique) but James Brown and Joe Brown would both be jbrown. If there is more than one, then numbers are added to make it unique (jbrown3, jbrown24 etc).
  2. If you have no idea of what your ph alias is you can find out easily by doing a search on the UTK web-based directory, <http://www.utk.edu/ph/>
  3. For more information online about ph alias, go to: <http://directory.utk.edu/phonebook/info/index.html>
- **YOUR NET ID PASSWORD** is a string of numbers & letters, which allow you to access your record.
  1. The default password will consist of: (1) the first two **letters** of the month you were born in lower case, (2) the last two digits of the year you were born, and (3) the last four digits of your UT ID number. For example the birthday of September 6, 1974 and the UT ID # of 123-45-6789 will give a password of se746789.
  2. For more information online about ph password, go to: <http://directory.utk.edu/phonebook/info/index.html>

If you need to find out what your alias and password are, you can call the Help Desk for Computing and Network Services at 974-9900 (Students), 974-9800 (Staff/Faculty). Send questions and comments concerning Online Reserves to [reserve@aztec.lib.utk.edu](mailto:reserve@aztec.lib.utk.edu).