
How to Find Electronic Reserves

On-Campus Users

Start at the Library homepage at www.bergen.edu/library

- Under Find Books/Reserves/Media, click on either
 1. Reserve/Textbook by Course OR
 2. Reserve/Textbook by Professor
- Now type in your Course Number or Professor's Name
e.g. SOC101 for Introduction to Sociology OR Cobb for Prof. Janice Cobb.
- On the result page, select the appropriate course/professor name.
- A list of items on reserve for that course will appear. Click on the title you need.
- If a password is necessary, your professor will provide it. (Library staff do not have the password.)

Printing: To Print the item, use the printer icon on the Adobe Acrobat Toolbar, NOT the printer icon on the browser or under File-Print.

Off-Campus Users

- Adobe Acrobat Reader (version 6.0 or higher) is needed to view e-reserve items. It comes with most computers. You can download it for free at www.adobe.com.
- If the e-reserve items is a link to a Library database, you will be prompted to enter your last name and your BCC ID number. Your ID number is located on your BCC photo ID card.

Need more HELP

- Call the Reference Desk at 201-447-7436 OR
- Go to <http://www.bergen.edu/library/ereserve>.