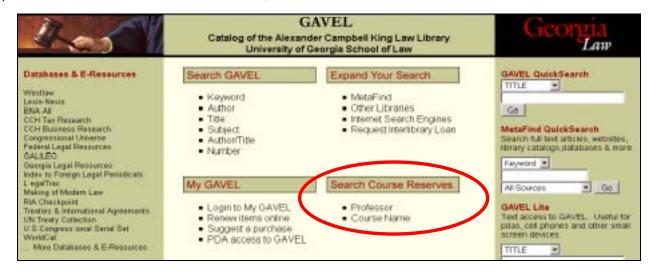
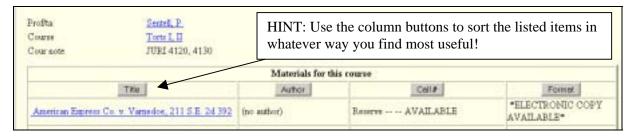


## HOW TO ACCESS ELECTRONIC COURSE RESERVES [E-RESERVES]

- 1) Go to the GAVEL homepage at http://gavel.law.uga.edu/
- 2) Under "Search Course Reserves", select PROFESSOR or COURSE NAME



3) After locating the correct Professor and course, click on the needed e-reserve material. E-reserves will have a blue hyperlink on the left-hand "Title" column.



- 4) The computer will prompt the user to supply authentication information:
  - a. YOUR NAME = last name of user
  - b. PATRON BARCODE

The barcode number will be the 16-digit UGA ID number on the front on the UGACard. The number you input must match the number in the library circulation system. If you get a new UGACard with a new number, you must supply this new number to the Circulation Department before you can access e-reserve materials.

- 5) The computer will load ADOBE ACROBAT, and display the PDF file of the needed material. [NOTE: Some materials, in order to limit the file size, have been divided into several parts. Make sure you are getting all the parts you need.]
- 6) To print, click the printer icon on the ADOBE window, NOT the printer icon on the web browser. Choosing the wrong icon results in blank print pages.