eReserve
Workflow for Academic Staff

Is the resource already available?

BLACKBOARD ACCESS?
Has it been uploaded to Blackboard in the past?

ONLINE ACCESS?
Is it available online, or through one of the library databases?

YES

NO

No

Do I have a PDF copy of the resource?

YES

Alternate Resources
Contact your liaison librarian for alternatives:
https://library.nd.edu.au/home/contact

NO

Is the content copyright compliant?

YES

Save document into:
N:\Administration\Library\University Resources\eReserve

NO

Submit a Resource Access Request

eReserve Request
Submit a request at:
https://library.nd.edu.au/forms/resourcerequest

Don't have a copy?
Tick both eReserve and Document Delivery.

Uploaded to Blackboard before?
Specify in request to reactivate Blackboard link

Copy Link to Resource
Need help linking to online resources?
See: https://library.nd.edu.au/university/staff/university-staff/teaching/creating_links

Request Processed by Library

Follow-Up
The Library will follow-up if any issues arise with the request. These may include: Copyright issues, missing documents, alternate online access.

Permalink
Once processed, the Library will provide a permanent link to the requested resource.

Paste link into Blackboard Unit

Students now have access to the resource!

For more detailed instructions, visit: https://library.nd.edu.au/eReserve
For any questions about eReserve, contact the eReserve team at eReserve@nd.edu.au