



**Walter E. Helmke  
Library**

2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805-1499  
260-481-6512 • <http://www.lib.ipfw.edu>

**Student Guide to  
*ReservesEXpress***

<http://rex.lib.ipfw.edu/>

**ReservesEXpress** is Helmke Library's Course Reserve service, providing student access to supplementary course materials assigned by faculty. The preferred electronic format gives students access to their reserve readings 24 hours a day, seven days a week from home or campus computers. Students log in with their own student computer lab account usernames and passwords.

**A student's computer lab account must be activated in order to access ReservesEXpress.** Student computer lab accounts may be obtained and activated at any student-access computing lab on campus. A lab consultant will assist with activating the account after a student presents a valid photo ID.

**ReservesEXpress Content**

All items will be scanned and made available online unless copyright restrictions or format limitations prevent digitization.

Reserve items such as books and videos that cannot be digitized are available for check out at the library's Service Desk. An IPFW Official University ID is required for checking out reserve items. IDs may be obtained at the Information Desk in Walb Student Union.

**Using ReservesEXpress**

Begin at the library's home page at <http://www.lib.ipfw.edu> and click on the **ReservesEXpress** link.

1. Select the link for students.
2. Log in with your student computer lab account username and password.
  - **Your student computer lab account must be activated before you can access ReservesEXpress.** You may activate your lab account in any student-access computing lab on campus.
  - The first time you use **ReservesEXpress** you may be asked to enter your University ID number, which is usually the same as your social security number, entered without dashes.

3. Only the courses in which you are enrolled will appear. The column on the right indicates how many reserve items are currently available for each course. Click on the course number to see the items on reserve for that course.
4. A list of reserve items will appear. The icon on the far left denotes the format of each item. Click on the brief title to see the full text of the reading or to see further information about the item.
  - PDF files require Adobe Acrobat Reader software for viewing or printing. For information on downloading the appropriate free version of Adobe Acrobat Reader software, please visit the library's home page > Library Information > Technical Requirements at:  
**[http://www.lib.ipfw.edu/library\\_info/about/tech\\_requirements.html](http://www.lib.ipfw.edu/library_info/about/tech_requirements.html)**.
5. To print an item, click on the printer icon on the left side of the Adobe Acrobat toolbar. Some reserve items have been divided into several parts to facilitate downloading and printing. Each part will need to be printed separately.
  - Adobe Acrobat Reader displays an image that may not be clearly legible on the computer monitor, but the print quality will be acceptable.
  - Allow time for the entire item to download before attempting to print.
  - Contact a Service Desk staff member or student lab consultant if you need help.
6. Click the browser Back button to return to the list of reserve items and make another selection from the same course reserve.
7. Some items are only available in their original format at the Service Desk due to copyright restrictions or format problems. If an item is only available for checkout, the page with loan information will be displayed. You must have an Official University ID to check out reserve items. IDs may be obtained at the Information Desk in the Walb Student Union.
8. To view another course reserve, use the browser Back button to return to the list of your courses.
9. **ReservesEXpress** is a secure system. Always logout when you are done. Use the logout icon on the left side of the title bar.

For assistance, ask at the Service Desk or call (260) 481-6505.