

REGULAR RESERVES INSTRUCTOR'S GUIDE

Regular reserves are materials that are placed on our Reserves shelves for students to check out. They cannot be taken outside of the Library and have a limited check-out period.

Placing Regular Reserves:

Fill out a Reserves Request form (see below) and deliver along with the materials to the Circulation Desk. Please make sure every section of the form is filled out completely in order to process your materials accurately. You will receive an e-mail once your materials have been processed.

A Manila Folder must be provided for articles being placed on Regular Reserves.

Reserve Materials are removed from Reserves Status at the end of the quarter. Faculty will need to renew materials by filling out another Reserves Request form.

For further assistance please contact, Reserves Specialist Marydel Cates ext. 3555.

Blackboard Access and Electronic Reserves Instructor's Guide

Procedure:

This procedure is only to set up the course on the system. To set up a course on Blackboard, you will need to contact Ms. Deborah Simmons at CITDL, ext. 2912. You will be given a User Id and Password, which you will need to access Blackboard.

Note: Please allow some time for the course to be set up, as there are additional steps required by the Computing Center to load your students into the system.

To Place Material on Electronic Reserve (E-Reserve):

Once your account has been processed and your Course Title has been added onto Blackboard you will need to fill out a Reserves Request Form (see below) and turn it in along with your materials at the Library's Circulation Desk. For questions or further information, please contact Ms. Marydel Cates at ext. 3555.

Articles will be placed under Course Documents of the specific Course Name and Instructor.

Note:

In order to facilitate placement of materials on E-Reserves we ask that documents be single-sided and all letter size (8 ½ x11).

The Library has an account that gives access to Blackboard in order to place your materials into the assigned courses. This user name is e-reserves. PLEASE DO NOT DELETE THIS USER FROM YOUR COURSE.

To access Blackboard:

You may use the main Tech Blackboard page at:

<http://blackboard.latech.edu/index.html>

<http://blackboard.latech.edu/index.html> or you may go directly to the Prescott Library E-Reserve web page at:

<http://www.latech.edu/tech/library/ereserve.htm>

Electronic Documents are barred from student access at the end of each quarter in compliance with U.S. Copyright guidelines.

