

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 Laura Ogden @ ext. 3555.

ELECTRONIC RESERVES on BLACKBOARD Instructor's Guide

Setting up Course on Blackboard:

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.

Placing Materials 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 Circulation Desk. Articles will be placed under "Course Documents" of the specific Course Name and Instructor.

For questions or further information, please contact Reserves Specialist Laura Ogden @ ext. 3555.

Note:

- In order to facilitate placement of materials on E-Reserves, we ask that documents be single-sided and letter size (8 ½ x 11).
- 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: Use the link in the red bar at the top of the Tech or Library homepage.
- Electronic Documents are barred from students access at the end of each quarter in compliance with the U. S. Copyright guidelines.



Prescott Memorial Library Reserves Request Form

Name: _____

Dept: _____

Email: _____ Ext: _____

MATERIALS:

- _____ book article
- _____ book article
- _____ book article
- _____ book article
- _____ book article
- _____ book article
- _____ book article
- _____ book article

If needed, use back of sheet.

ALLOW 48 HOURS FOR PROCESSING

(excluding weekends)

Copies of book Excerpts and Articles Must be Provided

On 8½ x 11 Paper

(for the Library's Reserves Shelf or Your Blackboard Site)

9"x12" MANILLA FOLDER MUST BE PROVIDED

(for items to be placed on shelf at Reserve Desk)

Course title and number: _____

Check-out length: One day (overnight) Two hours (inside library)

2-day checkout 3-day checkout

Materials should be on Reserve: Full Quarter from ___/___/___ to ___/___/___
(dates limited within one quarter)

Type of Reserve: Regular Reserve (folder or book at Reserve Desk)
 Electronic Reserve (BlackBoard)
 Regular AND Electronic Reserve (note: entire books cannot be scanned)

NOTE: At the end of each quarter, please pick up your Reserve items, if you want them. Due to limited space and Copyright guidelines, personal materials will be discarded two weeks after the quarter ends. Thanks for your help!

Signature: _____

Date: _____