To Boldly Go: E-Reserves from Home-Grown to Standalone to CMS

Carol Goodson, Head of Access Services, UWG
Katie Mitchell, Circulation Manager, UWG
RESERVES:
Docutek to Desire2Learn (D2L)

CHANGES IN WORK FLOW
Electronic Reserve Items

Docutek
Docutek: E-Reserves

- Collect documents to be placed on reserve
  - If document source is undetermined:
    - Conduct search (Worldcat or Google)
    - Contact faculty member for more information
- Enter bibliographic information
- Scan/Upload Documents
  - Adhere to copyright laws
    - Count all pages of portions of works to determine percentage of content made available
      - Requires working knowledge of copyright standards pertaining to this type of content
    - Link to currently owned articles in databases
  - Ensure proper formatting and visibility of scanned documents before uploading
Docutek: E-Reserves

• Monitor changes to reserve items within Docutek courses via Docutek email account
• Emails are generated any time a change is made within a course in Docutek; however, the change itself is not defined
  • Log into each course where changes have been made to ensure adherence to *copyright*, *proper formatting* of uploaded documents, and accurate display of *bibliographic information*
Electronic Reserve Items

Desire2Learn
Desire2Learn: E-Reserves

• Collect documents to be placed on reserve
  • If document source is undetermined:
    • Conduct search (Worldcat or Google)
    • Contact faculty member for more information
• Enter bibliographic information
• Scan/Upload Documents
  • Adhere to copyright laws
    • Count all pages of portions of works to determine percentage of content made available
      • Requires working knowledge of copyright standards pertaining to this type of content
    • Link to currently owned articles in databases
  • Ensure proper formatting and visibility of scanned documents before uploading
Desire2Learn: E-Reserves

- Upon specific request by faculty members, scan documents for reserve and send to faculty for them to upload to their course in D2L
  - Advise faculty members regarding compliance with copyright law
Desire2Learn: E-Reserves

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Desire2Learn: E-Reserves

No more emails to check??

Whaaaaaat?!!
Major Implications
Docutek → D2L: E-Reserves

• Burden of ensuring adherence to copyright law rests with faculty members as opposed to library staff members (a requirement of the University System of Georgia)

• Students find the system under D2L much more convenient, as they can access their course reserves in one place, rather than having to log into a separate system for access
Hard Copy Reserve Items

Docutek vs. Desire2Learn
Docutek vs. D2L: Hard Copy Reserves

- Library-owned materials
  - Retrieve items to be placed on reserve
  - Set up course and enter bibliographic information within Docutek
  - Process materials in Voyager
    - Add items by existing barcode
  - Adhere labels and shelve
Docutek: Hard Copy Reserves

- Faculty-owned materials
  - Collect items to be placed on reserve
  - Set up course and enter bibliographic information within Docutek
- Process materials in Voyager
  - Add items by creating new bib records
- Adhere labels and shelve
Contact Information:

Katie Mitchell
Circulation Manager
University of West Georgia
katiem@westga.edu
678-839-6503