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

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Library Reserves…
how it used to be…
A Simple E-Reserves System

University of West Georgia
system designed by Christopher Huff (chuff@westga.edu)
and presented by Carol Goodson
The Staff Desktop

- Easy step-by-step process
- 1 – Scan
- 2 – Make directory
- 3 – Copy the files
- 4 – Verify
- 5 – Record the password
Scan document

- Open Adobe Acrobat
- Place document in feeder
- Scan
- Create directory for professor or class— we use name + course number, e.g. ASTR 2313
Adding source info to file....
Saving the file...
Make directory on server

- **Log into server**
  - Invoke the “gores” [go res] program, which changes to the correct directory
  - Invoke the “mres” program to create new directory for a new class
- We use this format: aaaa####-bbbb
  - aaaa=department code
  - ####=course number
  - bbbb=first 4 letters of professor’s name
“gores” command

login as: circ
circ@sun.westga.edu's password:
Last login: Fri Oct 07 2005 15:30:32 -0500 from 160.10.98.138
Sun Microsystems Inc.  SunOS 5.8  Generic Patch  October 2001

***********************************************************************

***********************************************************************
You have new mail.
Sun Microsystems Inc.  SunOS 5.8  Generic Patch  October 2001

***********************************************************************

***********************************************************************
You have new mail.
bilbo(circ)302: \textcolor{red}{gores}
/home/library/public_html/depts/circ/reserves
bilbo(circ)303:  

“mres” command

login as: circ
circ@sun.westga.edu's password:
Last login: Fri Oct 07 2005 16:40:42 -0500 from 160.10.98.138
Sun Microsystems Inc. SunOS 5.8 Generic Patch October 2001

****************************************************************************

****************************************************************************
You have new mail.
Sun Microsystems Inc. SunOS 5.8 Generic Patch October 2001

****************************************************************************

****************************************************************************
You have new mail.
bilbo(circ)302: gores
/home/library/public_html/depts/circ/reserves
bilbo(circ)303: mres ANTH1100-good
Set new password....

You have new mail.
bilbo{circ}302: gores
/home/library/public_html/depts/circ/reserves
bilbo{circ}303: mres ANTH1100-good

Please wait...Attempting to Setup Reserves Page:

/home/library/public_html/depts/circ/reserves/ANTH1100-good/index.php

New password: [ ]
Upload the files
View e-Reserves page

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**See Your Professor for the Password**

<table>
<thead>
<tr>
<th>Class Reserves Link</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH1100-GOOD</td>
<td>good</td>
</tr>
<tr>
<td>ANTH1102-GEZO</td>
<td>gezo</td>
</tr>
<tr>
<td>ANTH1102-SNIP</td>
<td>snip</td>
</tr>
<tr>
<td>ANTH2002-MYER</td>
<td>myer</td>
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<tr>
<td>ANTH2003-WIEC</td>
<td>wiec</td>
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<td>ANTH4173-GEZO</td>
<td>gezo</td>
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<td>ANTH4885-WIEC</td>
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<td>foss</td>
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<tr>
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<td>ECON2100-DOLE</td>
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<td>nico</td>
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<tr>
<td>ECON3402-DOLE</td>
<td>dole</td>
</tr>
</tbody>
</table>
Reserves for ANTH1100-GOOD

EATING_CHRISTMAS_IN_THE_KALAHIARI.PDF
HOW_TO_LEARN_MARTIAN.PDF
INTRODUCTION_TO_ORIGIN_OF_SPECIES.PDF
We are the Campus Copyright Police!!!
Additional Guidelines for Electronic Reserves

The University System of Georgia supports instruction with electronic reserves and similar electronic services. The primary function of these services is to assure that students and teachers will have timely access to course-related library resources. Course materials authored by professors, such as syllabi, lecture notes, or exams, may be made available on electronic reserves. The following standards apply to use of copyrighted works for electronic reserves:

- **Instructors** are responsible for evaluating, on a case-by-case basis, whether the use of a copyrighted work on electronic reserves requires permission or qualifies as a *fair use*. If relying upon the fair use exception, instructors must complete a copy of the fair use checklist before submitting material for electronic reserves.
- Inclusion of materials on electronic reserves will be at the request of the instructor for his or her educational needs.
- Materials made available on electronic reserves should include a citation to the original source of publication and a form of copyright notice.
- The instructor, library or other unit of the institution must possess a lawfully obtained copy of any material submitted for electronic reserves.
- Access to course material on electronic reserves should be restricted by password to students and instructors enrolled in and responsible for the course. Access should be terminated as soon as the student has completed the course.
- Library reserves staff should check to see whether materials submitted for electronic reserves are available through an electronic database or are otherwise legally available. If so, staff should provide a link rather than scanning and posting the material.
- Library reserves staff should delete materials available on electronic reserves at the conclusion of each semester.
important changes coming to Library reserves

2 messages

Carol Goodson <cgoodson@westga.edu> 
To: All Faculty <all-faculty-list@westga.edu>, All Staff <all-staff-list@westga.edu> 
Bcc: C Goodson <cgoodson@westga.edu>

Fri, Dec 6, 2013 at 12:09 PM

Beginning with Summer Semester 2014, the Library will no longer be maintaining its contract with Docutek, the online reserves system we have had for many years. Instead, we will be joining the ranks of the numerous academic libraries across the country that use their online learning system (in our case, Desire2Learn) as a platform for providing electronic reserve readings to students.

If you are already using D2L as part of your classes, you may wish to make this switch starting next semester instead of using Docutek*, although you certainly may continue to use Docutek as usual during Spring 2014 Semester.

The important thing you need to know right now, is that once we have discontinued Docutek at the end of Spring Semester 2014, you and the Library will no longer be able to access the links and uploaded files you now have in Docutek. Therefore, it is critical that you make sure you have your own copies of any scanned documents in Docutek that you might want to use again in the future and/or lists of citations/links to articles
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