

# How to Place Electronic Reserve Requests on Blackboard:

## User Instructions

Updated: December 2010

Before beginning please view our course reserve guidelines, **including copyright information**, at: [http://www.urmc.rochester.edu/hslt/miner/journals\\_and\\_books/Circulation/course\\_reserve\\_guide](http://www.urmc.rochester.edu/hslt/miner/journals_and_books/Circulation/course_reserve_guide).

### **Articles from Electronic Journals**

The library can now create links to articles from *electronic journals* for which we have a subscription. Please check to see if we own the article you need by looking at our [e-journals](#) list. If your item is available electronically, all you need to do is fill out the Blackboard Electronic Reserve Request form and check the “yes” box letting us know the item is available electronically. You do not need to do a fair use analysis and you do not have to supply the library with a print copy of the article. However, there may be instances when the library is unable to create a link to an e-journal article and faculty will need to supply a print copy. A fair use analysis would be required in such cases.

### **Book Chapters**

Check Miner’s [e-books](#) list to see if the book is available electronically. If it is, check the “yes” box letting us know that the item is available electronically and we will create a link to the entire book. If a link is to the entire book, a fair use analysis is not necessary.

Faculty - please provide instructions to the students in Blackboard about accessing a particular chapter(s).

### **Article or Book Chapter Not Available Electronically?**

If Miner does not have an electronic subscription to the journal or if you are requesting a book chapter from a book that is not on our e-books list, we require original, clean, single-sided, unstapled photocopies to be delivered to the Miner Library Circulation Desk. Please check the “no” box on the request form to indicate that the item is not available electronically so we know to expect your hard copies at Miner. Refer to the copyright section of the [Course Reserve Guide](#) for important copyright information.

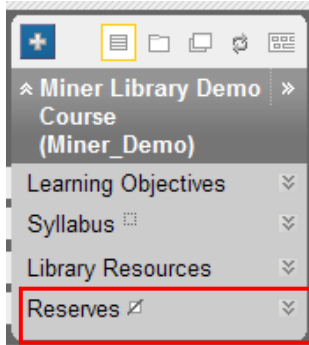
**Note:** Please submit requests at least two weeks before materials need to be posted in the class.

### **Getting Started**

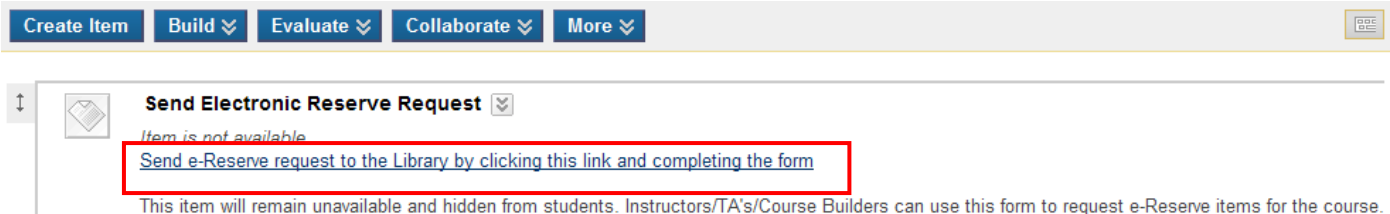
Instructors, Teaching Assistants or Course Builders who want to request e-reserve items using the Blackboard interface; you must first set up a class in Blackboard. Please contact Blackboard Support at [blackboard@urmc.rochester.edu](mailto:blackboard@urmc.rochester.edu).

With an Instructor/TA/Course Builder role in Edit Mode:

1. Login to Blackboard at <http://bb.urmc.rochester.edu>.
2. On the My URMCC Tab, in the Courses Online module click on the course where you want to make a request.
3. Go into the Reserves item on the Menu of your course.



4. Click on **the link in** "Send Electronic Reserve Request".



5. Follow the instructions and complete the form

Before requesting items for reserve please consult the Edward G. Miner [Course Reserve Guide](#). Please complete the following form and click on the 'submit' button to send to the library. The Department needs at least two weeks to process materials, scan the documents, and attach them to your course. You will be notified via e-mail once the Electronic Reserve has been placed in the Course. Electronic reserve items will only be available to the class that you have requested. If the course is copied or the semester is changed, the reserve items will not automatically move with the course.

course id: **Library\_in\_Bb\_1**

Book/Periodical Title:

Article Title/Chapter Title:

Author:

Edition:

Volume:

Publisher:

Issue Number:

Pages:

Published Date:

Term:

Other:

Is item available electronically through Miner Library?  
Yes  No

Select the Library to Process your request:

NOTE: Be sure to type in the correct semester.

6. Click on the Submit button. You will see a summary of your request. You may choose to print this as a record of your request.

An email will be sent to the Library you selected with the information about your request.

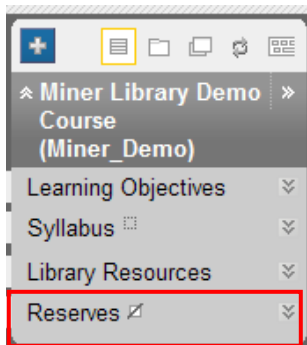
Miner Library staff will create and place the file or link in the folder: **Reserve Readings – Click to accept terms of use**. You will receive an email confirmation that your material has been posted.

At the end of each semester, all items on Electronic Reserve will become inaccessible to all students. You will need to renew any Electronic Reserves that you want to continue to use.

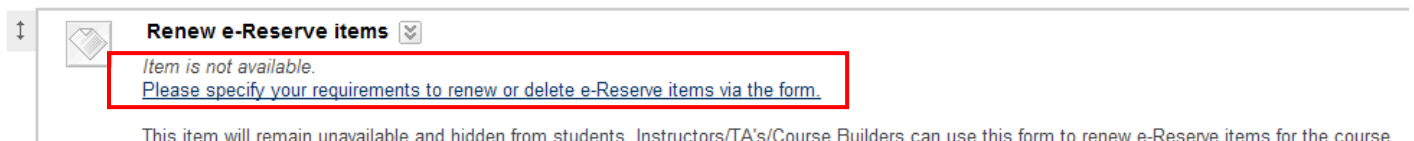
## Renewing Electronic Reserve Items: User Instructions

Using the following instructions you will be able to renew Electronic Reserve requests using the Blackboard interface.

1. On the My URM C Tab, in the Courses Online module click on the course where you want to make a renewal request.
2. Go into the Reserves item on the Menu of your course.



3. Click on the link in “Renew e-Reserve Items”.

A screenshot of the 'Renew e-Reserve items' form in Blackboard. The form title is 'Renew e-Reserve items'. Below the title, there is a message: 'Item is not available. Please specify your requirements to renew or delete e-Reserve items via the form.' This message is enclosed in a red rectangular box. Below the message, there is a note: 'This item will remain unavailable and hidden from students. Instructors/TA's/Course Builders can use this form to renew e-Reserve items for the course.'

4. Please complete the form by specifying your renew option.

To renew an e-Reserve request, please complete the following form and click on the 'submit' button to send to the library. The Department needs at least two weeks to process materials. You will be notified via e-mail once the request has been processed. Electronic reserve items will only be available to the class that you have requested. If the course is copied or the semester is changed you must specify a renew option via this form.

**course id:**

- Renew All e-Reserve items
- Delete All e-Reserve items
- Other, please specify which items to keep

Select the Library to Process your request, Miner or Bibby:

5. Submit to send the request to Miner Library. You will receive an email once the request has been processed.