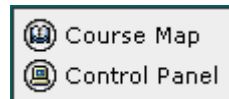


How to Place Electronic Reserve Requests on Blackboard

User Instructions

Using the following instructions you will successfully create an Electronic Reserve request using the Blackboard interface. Before beginning this process, you must have a class set up in Blackboard. Please contact Blackboard Support at blackboard@urmc.rochester.edu .

1. Log in to Blackboard at <http://bb.urmc.rochester.edu/>
2. On the My Institution Tab, in the My Courses section, click on the class you want to make the request for.



3. On the main page of your class click on Control Panel
4. In the Content Areas section (top left), click on the link you want.
5. Click on the appropriate folder link where you want your request placed.
6. On the upper right hand side, you will see a drop down menu that says Learning Unit click on the down arrow to view your choices. Click on Send Electronic Reserve Request and then click on the Go button.
7. Sending an Electronic Reserve Request. On this first page, you will choose the item type of your material: Book Chapter, Periodical Article or Other. Then you will choose Miner from the drop down menu. Click the Submit button.
8. On the next page of your request fill out as much information as you can. Be sure to select the correct Semester that you want your item placed in. Click the Submit button.
9. This will generate a receipt for your request. You may choose to print this as a record of your request. Click the Ok button and you will be returned to the folder where you began placing your request.

At this point, the request will be sent to the Circulation Department at the Miner Library. Once the original, clean, single-sided, unstapled photocopied items for the materials you have placed on reserve have been delivered to the Miner Library Circulation Desk, we will process your request(s) and send you an email confirmation when they have been posted to your class. View our course reserve guidelines, **including copyright information**, at: http://www.urmc.rochester.edu/hslt/miner/services/Circulation/course_reserve_guide.cfm for further details.

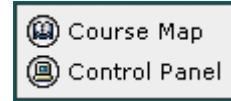
At the end of each semester, all items on Electronic Reserve will become inaccessible to all users, except the Miner Library. You will need to reactivate any Electronic Reserves that you want to continue to use.

Reactivating Electronic Reserve Items

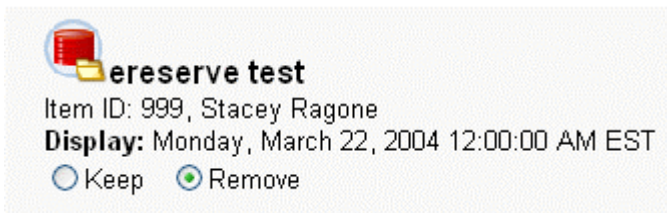
User Instructions

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

1. On the My Institution Tab, in the My Courses section, click on the class you want to make the request for.



2. On the main page of your class click on Control Panel
3. In the Course Tools area (left side, second section down) click on Electronic Reserve Library Request.
4. This will give you a list of all Electronic Reserve requests associated with your course. For each one you will need to select either *keep* or *remove*. Click the Submit button when done. You will need to seek copyright permission for the articles that you decide to keep.



5. This will generate a receipt for your renewal request. Print this for your records to aid you in gaining copyright permissions for the next semester.

At this point the request will be sent to the Circulation Department at the Miner Library. We will notify you when we remove or reactivate the item(s).