How to Place Electronic Reserve Requests on Blackboard:

User Instructions

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.

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.

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

2. On the My URMC 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
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 URMC 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”.

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

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