

Electronic Reserve ~ Faculty FAQ

1. What is “ERes” or electronic reserve?
2. How do I request an ERes course page?
3. What may be posted on electronic reserve?
4. How do I determine if my materials fall within Fair Use Copyright Guidelines?

5. What may not be posted on electronic Reserve?
6. How do I submit materials?
7. May links be posted to other websites?
8. Can online articles be linked to my course page?

9. Is there a limit to the number of documents posted on a course page?
10. How long does it take to post materials on electronic Reserve?
11. Can I post documents to my electronic reserve course page?
12. What is the password for my course page?

13. Why must my electronic reserve course page be password protected?
14. Will the copies of documents I submitted for ERes be returned to me?
15. How do I post electronic reserve readings to my Blackboard page?
16. Why can I access my electronic reserve page?

1. What is ERes?

ERes is the UIC Library’s electronic course reserve system. Electronic Reserve (ERes) enables UIC students to access digitized materials online, 24 hours a day, 7 days a week, from their personal computer or any campus terminal. Materials processed through the ERes system are password protected and made available only to students registered in the course. ERes is available via any computer with an Internet connection, there is no need to wait in line for course materials; there are no due dates and no overdue fines; and there is no wear and tear on course reserve materials.

Electronic reserve materials can be accessed through the reserve module of UICCAT, the library’s online course catalog. In addition to electronic course materials, the UIC Library’s Reserve, Circulation and Access Services Units manage the circulation of all materials designated for course reserve.

2. How do I request an ERes course page?

Contact the Reserve Desk in the Daley Library, LIB-RES@uic.edu, the Science Library or the appropriate Library of the Health Sciences:

**Richard J. Daley Library
Reserve Unit**
LIB-RES@uic.edu or 312.996.2719

**Library of the Health Sciences – Peoria
Circulation Department**
LIB-LHSP@uic.edu or 309.671-8490

**Science Library
Circulation Department**
LIB-SCI@uic.edu or 312.996.5396

**Library of the Health Sciences – Rockford
Circulation Department**
LIB-LHSR@uic.edu or 815.395.5650

**Library of the Health Sciences – Chicago
Access Services Department**
LIB-LHSC-RES@uic.edu or 312.996.8963

**Library of the Health Sciences – Urbana
Circulation Department**
LIB-LHSU@ic.edu or 217.333.893

Provide the following information to establish a course page:

- Course number and name, e.g., SocW 522 - Crisis Intervention
- Name(s) and e-mail of the instructor(s) teaching the course
- Number of students enrolled in the course
- Complete list of materials to be placed online, including complete citations, e.g., author/title of article or chapter, full title of journal/book, volume, issue/year of journal, publisher, year of publication, page numbers

3. What may be posted on electronic reserve?

Materials appropriate for the Electronic Reserve service include lecture notes, sample exams, government publications, a single article from a journal issue, a chapter from a book, digitized graphics and image files, etc. Consult with reserve processing staff regarding other types of documents that may be placed on Electronic Reserve.

4. How do I determine if my materials fall within Fair Use Copyright Guidelines?

Library staff will review all submissions, determine whether they meet Fair Use guidelines and request permission from the rights holder as needed. In compliance with the Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions With Respect to Books and Periodicals (H.R. 94-1476) and Section 107: Fair Use (Title 17, U.S. Code) of the Copyright Act of 1976 the following guidelines will be applied to copyrighted materials to be placed on reserve.

- A. Portions of copyrighted materials that may be placed on reserve without obtaining copyright permission for a single class and a single semester::
 1. A chapter from a book.
 2. An article from a periodical or newspaper.
 3. A short story, essay or short poem, whether or not from a collective work.
 4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

5. Commercially produced course packs (Copyright for these items are generally secured by the vendor.)
 6. Government publications
- B. Copyrighted materials that may not be placed on reserve:
1. A photocopy of an entire book that is in print.
 2. Multiple articles from a single journal issue for a single class.
- C. Length of time copyrighted materials may remain on reserve: *Copyrighted materials may be placed on reserve for one semester only.* If the instructor wishes to keep copyrighted materials on reserve for consecutive semesters, it is his/her responsibility to submit a new request for the upcoming semester.

5. What may not be posted on electronic Reserve?

Library staff will not post reproductions of commercially reproduced course packs or consumable works (solutions manuals, lab manuals, workbooks, standardized test booklets, answer sheets, etc.) without written permission from the copyright holder(s).

Students' academic works (research papers, exams, essays, etc.) are confidential academic records that may not be placed on reserve without the student author's written permission.

6. How do I submit materials?

A complete list of materials (e.g., syllabus or course reading list) is required for all electronic reserve submissions. Send digital files via e-mail or submit photocopies directly to the Reserve or Access Services Desk at your UIC Library Location. **DO NOT** download PDF's from the UIC Online Collections for electronic reserve submissions. These materials can be directly linked to your ERes Webpage.

- Instructors may provide photocopies of materials for scanning or submit materials in any digital format.
- Commercially produced course-packs ***may not*** be placed on electronic reserve.
- Digitize materials using clean, single-sided, first generation copies of material with **NO BLACK MARGIN** or center stripe. (*Double-sided copies produce shadows in the scanned copy.*)
- Larger items may be broken into parts to ensure smaller files and faster download times.
- ***Typically no more than 10% of any copyrighted work*** may be used for electronic reserves. Consult Reserve processing staff for additional information about Fair Use Guidelines.
- 8 ½" x 11" paper is preferred, with at least ½" margins on all four sides.
- Color copies will be reproduced in grayscale.
- The first page of the document ***must*** include the course name and number, e.g. SocW 420, the instructor's name, and the full bibliographic citation for the source of the material. Citations should be listed in their entirety using the format below:

- Book Chapter:** Title of Chapter, Author of Chapter; (*if different from author of book*) Title of Book, Author of Book, Publisher, year; pages.
- Journal Article:** Title of Article, Author of article; Journal title, volume, issue, number, year; pages.
- Homeworks:** Title, Author.
- Lecture Notes:** Title, Author.

7. May links be posted to other websites?

Yes, but only if the link is stable and links to a page that is not password protected.

A stable link is one in which the web address can be bookmarked and returned to repeatedly. An unstable link is one that is dynamically generated for each new user.

8. Can online articles be linked to my course page?

Yes. Library staff will link to all materials available in the UIC Library Online Collections or open access materials. Submit a list of titles with complete bibliographic citations and Library staff will post the materials to your course page.

9. Is there a limit to the number of documents posted on a course page?

Presently there is no limit to the number of materials that may be placed on reserve. However, staff will only process required readings. Reserve processing staff will contact you directly if submission limits are required for your course.

10. How long does it take to post materials on electronic Reserve?

Materials are generally posted within five business days, provided staff have received the complete citations and copies of the materials. Materials submitted prior to the reserve deadline are available at the start of the semester. Materials received after the deadline are processed in the order received. Reserve processing staff can provide more specific details regarding the availability of course materials.

11. Can I post documents to my electronic reserve course page?

Yes. If you decide to post material to your course page, reserve processing staff will review your materials and make a copyright determination. Please note that materials posted by instructors are not visible in the electronic reserve system until the items are approved by reserve processing staff.

12. What is the password for my course page?

Reserve processing staff will assign a password for your electronic reserve course page and give the password to you and any teaching assistants you designate. Instructors should share the password only with students enrolled for the course. Library staff will not give passwords to individual students. The password should not be posted on the instructor's website or on any other public medium.

13. Why must my electronic reserve course page be password protected?

A password is required to ensure that copyright protected content is only available for students registered in the course.

14. Will the copies of documents I submitted for ERes be returned to me?

Yes. Physical copies of documents and reprints you submit for electronic reserve will be returned to you via campus mail. You may also make arrangements with your reserve processor to retrieve the materials from the Library.

15. How do I post electronic reserve readings to my Blackboard page?

Instructions for posting the link to your electronic reserve page to your Blackboard course site are available in the electronic reserve information packet. Students using Blackboard are authenticated via the Bluestem system, and can therefore seamlessly access electronic reserve readings with a single password.

16. Why can't I access my electronic reserve page?

If you or your students experience difficulty access an electronic reserve page, visit the electronic reserve help page:

You may need to designate <http://uic.docutec.com> as a accepted website on your machine or re-configure your computer's browser settings. Contact LIB-RES@uic.edu or 312.996.2719 for technical assistance.