

# Library Reserves

## How to Get Your ERes Account

The Library creates page management accounts for faculty to manage their ERes pages. Faculty automatically have access to such features as adding, deleting, or modifying documents, making announcements, replacing documents, making links, and creating folders.

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Contact the Reserve Desk in the Daley Library or the appropriate Library of the Health Sciences.

**Richard J. Daley Library**  
[LIB-RES@uic.edu](mailto:LIB-RES@uic.edu) or 312.996.2719

**Library of the Health Sciences – Peoria**  
[LIB-LHSP@uic.edu](mailto:LIB-LHSP@uic.edu) or 309.671-8490

**Science Library**  
[LIB-SCI@uic.edu](mailto:LIB-SCI@uic.edu) or 312.996.5396

**Library of the Health Sciences – Rockford**  
[LIB-LHSR@uic.edu](mailto:LIB-LHSR@uic.edu) or 815.395.5650

**Library of the Health Sciences – Chicago**  
[LIB-LHSC-RES@uic.edu](mailto:LIB-LHSC-RES@uic.edu) or 312.996.8966

**Library of the Health Sciences – Urbana**  
[LIB-LHSU@uic.edu](mailto:LIB-LHSU@uic.edu) or 217.333.893

Library staff will create your ERes account and website and send confirmation via e-mail. You must provide the following information to establish an ERes account and course page:

- Course name and number, e.g., SocW 420, Social Welfare Policy & Services
- Instructor(s) name and the names of teaching assistants who will access the page
- E-mail addresses of the instructor(s) and teaching assistants
- Course term and year, e.g., fall 2007
- Number of students registered for the course

You will be able to edit or change this and any other information the first time you log in to your newly created account.

### How do I get started?

Using your web browser, visit to <http://uic.docutek.com>, or click on the [ERes@UIC - Electronic Reserves](#) link in the sidebar on the left.

Click [Admin Login](#) in the upper right corner of the banner.

UIC UNIVERSITY LIBRARY  
UNIVERSITY OF ILLINOIS AT CHICAGO

Library HOME About Us UICCAT Services Resources Site Search Ask A Librarian  
Ereserves Home Admin Login | [Help Pages](#) | [Help Videos](#)

Welcome to Docutek  
ERes

News Announcements  
3/16/2006 2:23:10 PM: Docufax number change

On the next screen, log in with your user name and password (available from the [ERes manager](#)).

Please enter your username and password below, and click the Login button to login to the system.

**Admin Login**

Username

Password

Once you log in, a list of your electronic reserve pages will display. You can only access your course or courses you share with other instructors.

**Main Menu**

General	Courses, Documents, & Copyright	System Tools & Settings
<p> <a href="#">My Account</a> Change your personal account information.</p> <p> <a href="#">Help Videos</a> View training videos within the online help pages.</p>	<p> <a href="#">Course Reserves Pages</a> Add, modify or delete pages of information used to store materials, or jump to the page management screen for an existing course.</p> <ul style="list-style-type: none"> <li>◆ <a href="#">LIB101 - Electronic Reserve and Refworks (Fall 2007) - Hunter</a></li> <li>◆ <a href="#">LIB102 - Reserve Services at the Daley Library (Fall 2007) - Hunter</a></li> </ul>	<p> <a href="#">Statistic Reports</a> Generate real-time reports regarding system usage.</p>

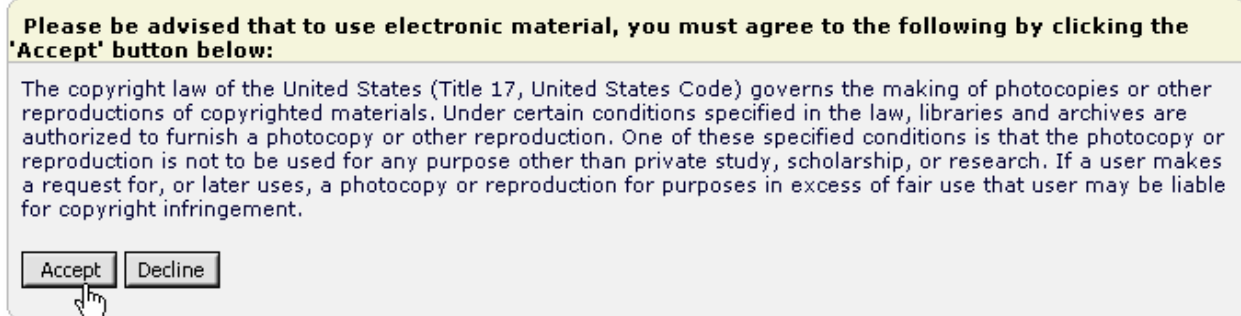
## How do I manage my course?

Clicking on the link to the course will launch the copyright compliance page. You must acknowledge the message by clicking the "Accept" button.

### LIB102 - Reserve Services at the Daley Library (Fall 2007) - Hunter

**Please be advised that to use electronic material, you must agree to the following by clicking the 'Accept' button below:**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use that user may be liable for copyright infringement.

A screenshot of a copyright compliance dialog box. The dialog has a yellow header with bold text: "Please be advised that to use electronic material, you must agree to the following by clicking the 'Accept' button below:". Below the header is a paragraph of text explaining copyright law and fair use. At the bottom of the dialog are two buttons: "Accept" and "Decline". A mouse cursor is pointing at the "Accept" button.

Note: that wherever "LIB 102" appears on these pages, you will see your individual course abbreviation and number.

## What do I do next?

You'll see a list of things that you can do - many of them will seem obvious once you click on them, and there are descriptions listed for each item on each screen. You can make all of these changes from your home or office computer using your web browser.

**NOTE:** Many of the management functions will be disabled until you have documents and other information in your course area.

Some of the options for your documents include **Adding, Deleting, or modifying a document or link**, (changing the wording, replacing the document with another copy of something), **Changing the order** that documents are listed on the page, **Archiving a document** (hiding it from view but not deleting it), **Restoring it**, and **Creating or modifying folders** for your material (or moving material into folders).

For your page, the most common functions include adding course page announcements, creating new topics or deleting old threads on your discussion board (bulletin board), changing your course page info (name of the course, password, TAs), or retrieving access statistics.

## How do I add my electronic reserve website to Blackboard?

If you use the Blackboard system, you can link from Blackboard to your electronic reserve website. Instructions are also included in the electronic reserve packet you received in your confirmation e-mail.

Contact [LIB-RES@uic.edu](mailto:LIB-RES@uic.edu) for additional assistance.