

Electronic Reserves

Electronic Reserve (EReserve) Policies for Instructors

The TTUHSC Libraries' E-Reserve system is intended to comply with the limits imposed by fair use doctrine. The instructors must adhere to the following points in order to stay in compliance:



- Limit of documents per course - Only 15 documents per course are allowed. These documents must not exceed one chapter from a specific published work nor more than one article from a single journal title within the last five years. After 15 documents have been reached and you want to include additional materials, then you will need to remove documents placed earlier to keep the maximum number at 15.
- Password protection must be established at both the course page level and at the document level. The instructor is responsible for informing their students what the passwords are and that they may make only one fair-use copy of each document in the course.
- Once the term is over, the instructor is responsible for removing the documents from the course and not using them again the next consecutive term.
- The copyright law of the U.S. (Title 17, United States Code) governs the making of photocopies or the other reproductions of a copyright material. Under certain conditions specified in the law, librarians and archives are authorized to furnish a photocopy or other reproductions. One of the 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 the purposes in excess of "fair use" that user may be liable for copyright infringement.

Electronic Reserves


To create an EReserves account name and password, please contact either Dawn Kruse (806-743-2206) or Stephanie Shippey (806-743-2230).

Always preview your course pages and documents to make sure that your students can view them. Instructors are responsible for providing course page and document passwords to their students.


Creating an EReserves Web Page

- 1) Go to the TTUHSC Libraries home page (<http://www.ttuhs.edu/libraries>) and click on the **Electronic Reserves** link under Library Services.
- 2) At the next page, click on **Click here to go to EReserves**.
- 3) Click **Admin Login**. Enter your username and password and click on **Login** button.
- 4) At the next page, click on the **Course Reserves Page**  link. Next, click on the **Add Course Page**  link. Enter information about your course (department, course number, password etc.) and click on the **Save** button.


Adding a New Document to a Specific Course

- 1) From the Main Menu, click the **course title** in the list.
- 2) Click **Documents & Copyright**. The Course Documents list opens in a new window.
- 3) Click **Add Document** . At the next page, click **Add a new Document**. Enter information about the document (title of article, number of pages, etc.) and click **Save**. The Attached Files tab opens. You can then connect a document by either faxing or electronically uploading a file:



Adding a Faxed Document

- 1) Fax a document to **(806) 743-4756**. *Make sure to use a clean photocopy. Dark edges and photocopied book covers take up a lot of memory and can cause downloading problems for students.*
- 2) Look for the **File(s) in the DocuFax Staging Area**. You will see a list of faxed documents. You can click on the file name to view the fax. To associate the fax with the course reserves page, click on the **paperclip** .
- 3) Click the **Return to document List** button.



Uploading a File

- 1) Click **Transfer file(s) to Server**. Click **Browse (Choose File** on Safari web browsers) next to File fields. Locate and select the file and click **Open (Choose** on Safari browsers).
- 2) Click **Upload**.
- 3) When you have finished uploading the file, choose **Close Window** to return to the Attached Files tab.
- 4) Click the **paperclip**  next to the file you want to attach. Click the **Return to document List** button.

Deleting Documents

- 1) From the Main Menu, choose **Document** . Select the check box next to each document in the list that you want to delete.
- 2) Click **Delete Selected** . A confirmation screen will appear that lists each document that will be deleted and the courses that will be affected by the deletion.
- 3) Choose **Delete**.

Adding Folders

- 1) From the Main Menu, click the **course title** in the list.
- 2) Click **Manage Folders**. At the next page, click **Add Folder** . Enter information for the folder and click **Save**.
- 3) To add documents to a folder, go back to the Main Menu. Click the **course title** in the list.
- 4) Click **Documents & Copyright**. The Course Documents list opens in a new window.
- 5) Select the check box next to a document that you want to move to a folder. Click **Modify Selected** . At the next page, select a folder from the **Place in Folder** option and click **Save**.