

2014 Access Services Conference

**To Boldly Go:
E-Reserves from Home-Grown to
Standalone to CMS**

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University of West Georgia**



Library Reserves... how it used to be...

A Simple E-Reserves System

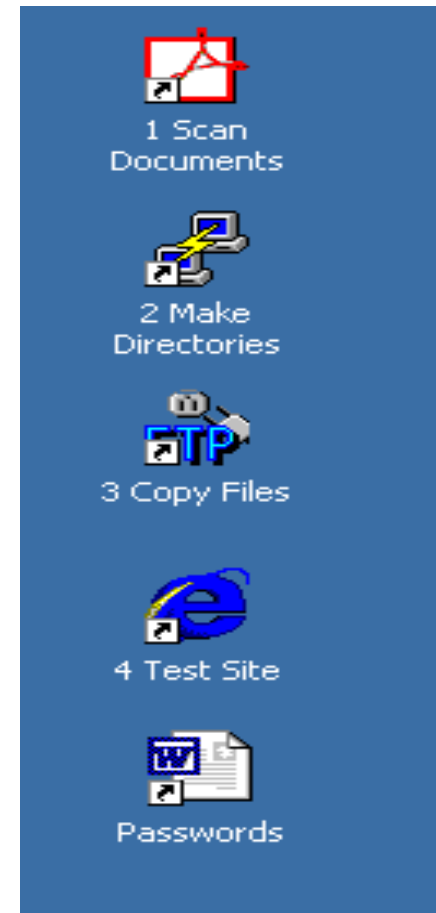
University of West Georgia

system designed by Christopher Huff (chuff@westga.edu)

and presented by Carol Goodson

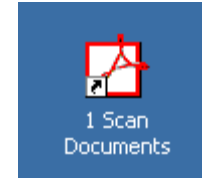
The Staff Desktop

- Easy step-by-step process
- 1 – Scan
- 2 – Make directory
- 3 – Copy the files
- 4 – Verify
- 5 – Record the password



Scan document

- Open Adobe Acrobat
- Place document in feeder
- Scan
- Create directory for professor or class– we
use name + course number, e.g.
ASTR 2313



Adding source info to file....

The screenshot shows the Adobe Acrobat interface with the file 'Sontag.pdf' open. The document content is partially obscured by a large blacked-out area and a diagonal watermark. A yellow highlight box is present over the text 'circreserve' and '10/6/2005 4:11:32 PM'. The text in the document includes a discussion on aesthetics and art history, mentioning 'commensurazione' and 'Piero de li Franceschi'. A signature 'START' is visible at the bottom right of the page.

Adobe Acrobat - [Sontag.pdf]
File Edit Document Tools View Window Help

circreserve 10/6/2005 4:11:32 PM

Aesthetics / Susan L Feagin; Patrick Maynard
1997
English Book vii, 418 p. : ill. ; 21 cm.
Oxford ; New York : Oxford University Press, ISBN 0192892754 (pbk)

... CAN WE EVER UNDERSTAND AN ARTWORK?
... the strength of this one and that one; I mean that
for instance, so much white or black or yellow and so on
Then in the planes, too, where the painters have to place
English Book vii, 418 p. : ill. ; 21 cm.
Oxford ; New York : Oxford University Press, ISBN
0192892754 (pbk)

... painting a figure's flesh
... the word to group a set of related qualities in Piero.
... the second justification is that *commensurazione* helps to make Piero and
... picture 'strange'. Many pictures, including the *Baptism of Christ*, are
... closed in a terrible varnish or carapace of false familiarity which, when
... think about them, is difficult to break through. [...] A first task in the
... historical perception of a picture is therefore often that of working through to
... realization of quite how alien it and the mind that made it are; only when
... has done this is it really possible to move to a genuine sense of its human
... ally with us. [...]

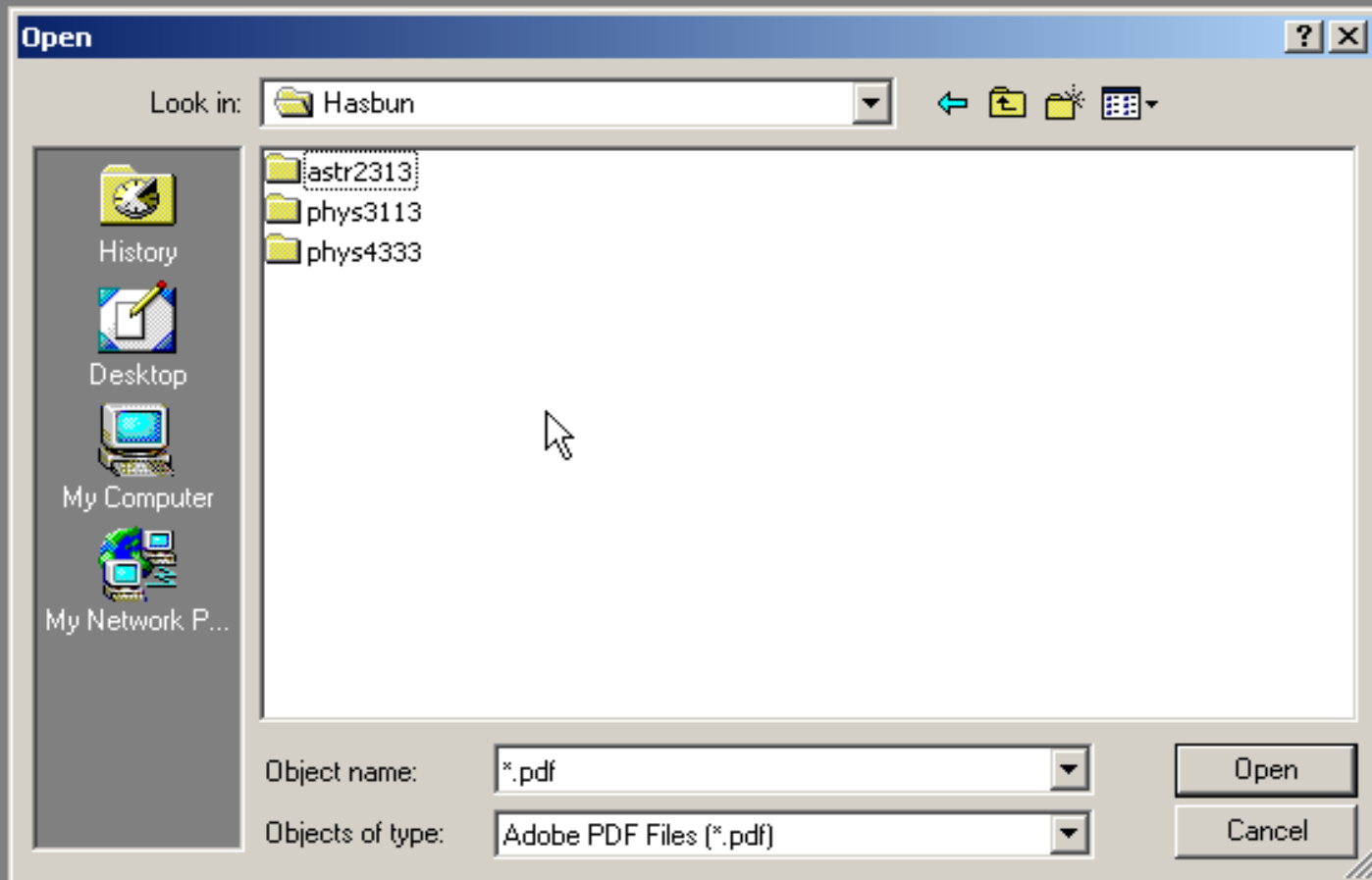
... in this process alien concepts like *commensurazione* have an important part
... ally because we apprehend historical distance in the course of learning
... m, but because, in the texture of our conceptualization about the picture,
... stand for the contrast between those people and us. In a way they are a
... variation precisely of our inability fully to re-enact [...]

... The third justification harks back yet again to my starting point in the
... nage of art criticism, so I will indicate it briefly only. I suggested then that
... relation between concepts and picture was a reciprocal one; we use the
... ept to point in a differentiating way at a picture, and its meaning is
... ppened for us by the relation between it and the painting we perceive. This
... ecess is good for us: we have to work at it and this work leads us to a closer
... eption of the picture. In this respect concepts like *commensurazione* are
... ptionally stimulating. Because our hold on them is not a relaxed and
... nalyzed one, we have to work hard between them and the picture.

... Patterns of Intention: On the Historical Explanation of Pictures (New Haven: Yale University
... Press, 1985), 105-16.]

START

Saving the file....



Make directory on server



- **Log into server**
- Invoke the “gores” [go res] program, which changes to the correct directory
- Invoke the “mres” program to create new directory for a new class
- We use this format: `aaaa#####-bbbb`
 - aaaa=department code
 - #####=course number
 - bbbb=first 4 letters of professor’s name

“gores” command

```
login as: circ
circ@sun.westga.edu's password:
Last login: Fri Oct 07 2005 15:30:32 -0500 from 160.10.98.138
Sun Microsystems Inc.      SunOS 5.8          Generic Patch    October 2001

*****

*****
You have new mail.
Sun Microsystems Inc.      SunOS 5.8          Generic Patch    October 2001

*****

*****
You have new mail
bilbo{circ}302: gores
/home/library/public_html/depts/circ/reserves
bilbo{circ}303: █
```

↑

“mres” command

```
login as: circ
circ@sun.westga.edu's password:
Last login: Fri Oct 07 2005 16:40:42 -0500 from 160.10.98.138
Sun Microsystems Inc.    SunOS 5.8          Generic Patch    October 2001

*****

*****
You have new mail.
Sun Microsystems Inc.    SunOS 5.8          Generic Patch    October 2001

*****

*****
You have new mail.
bilbo{circ}302: goes
/home/library/public_html/depts/circ/reserves
bilbo{circ}303: mres ANTH1100-good
```

Set new password....

You have new mail.

bilbo{circ}302: gores

/home/library/public_html/depts/circ/reserves

bilbo{circ}303: mres ANTH1100-good

Please wait...Attempting to Setup Reserves Page:

/home/library/public_html/depts/circ/reserves/ANTH1100-good/index.php

New password:

Upload the files

The image shows a file manager interface with two panes: 'Local System' and 'Remote Site'.

Local System: The address bar shows 'd:\myfiles\reservefiles'. The file list includes:

Name	Date	Size
afall2005	20051007 18:00	
anth1100-good	20051010 17:47	
anth1102-gezo	20040107 15:36	
anth1102-mora	20050404 13:36	
anth1102-snip	20050628 09:57	
anth1102h-sni~	20050106 16:27	
anth2002-myer	20050120 09:29	
anth2003-wiec	20050606 11:06	
anth4170-mora	20041202 15:53	
anth4173-gezo	20040109 18:18	
anth4885-mora	20050404 14:04	
anth4885-wiec	20050119 17:05	
art2201-foss	20041004 14:41	
art2202-foss	20050914 10:23	
biol2021-payn	20041110 17:24	
comm4403-nova	20050303 13:04	
econ2100-dole	20050617 16:40	
econ3402-dole	20050609 08:12	
econ4485-dole	20050622 10:59	
engl1101-mcwh	20050222 13:27	
engl1101-moon	20040830 14:35	

Remote Site: The address bar shows '/home/library/public_html/depts/circ/reserves'. The file list includes:

Name	Date	Size
ANTH1100-good	20051007 17:50	512
anth1102-gezo	20040107 00:00	512
anth1102-snip	20050628 09:57	1024
anth2002-myer	20050120 00:00	512
anth2003-wiec	20050606 11:06	512
anth4173-gezo	20040108 00:00	1024
anth4885-wiec	20050119 00:00	1536
art2201-foss	20041004 00:00	1536
art2202-foss	20050915 13:11	1536
biol2021-payn	20041110 00:00	512
comm4403-nova	20050303 00:00	512
econ2100-dole	20050617 16:40	512
econ2106-dole	20041207 00:00	512
econ3245-nico	20040910 00:00	512
econ3402-dole	20050609 08:13	512
econ4485-dole	20041112 00:00	512
engl1101-cebu	20040927 00:00	512
engl1101-mcwh	20040319 00:00	512
engl1101-mitc	20040830 00:00	1024
engl1101-roch	20040901 00:00	512
engl1102-adam	20050706 10:44	512

View e-Reserves page

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See Your Professor for the Password

Class Reserves Link	User Name
ANTH1100-GOOD	good
ANTH1102-GEZO	gezo
ANTH1102-SNIP	snip
ANTH2002-MYER	myer
ANTH2003-WIEC	wiec
ANTH4173-GEZO	gezo
ANTH4885-WIEC	wiec
ART2201-FOSS	foss
ART2202-FOSS	foss
BIOL2021-PAYN	payn
COMM4403-NOVA	nova
ECON2100-DOLE	dole
ECON2106-DOLE	dole
ECON3245-NICO	nico
ECON3402-DOLE	dole
ECON3405-DOLE	dole

View list of articles

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Reserves for ANTH1100-GOOD

[EATING_CHRISTMAS_IN_THE_KALAHARI.PDF](#)

[HOW_TO_LEARN_MARTIAN.PDF](#)

[INTRODUCTION_TO_ORIGIN_OF_SPECIES.PDF](#)

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Irvine Sullivan Ingram Library, UWG

1601 Maple St - Carrollton, GA 30118-2000

(none) - (none)

(678)839-6350 - Information Recording

<http://www.westga.edu>

We are the Campus Copyright Police!!!



Additional Guidelines for Electronic Reserves

Print friendly Email or share Modified October 21, 2009

The University System of Georgia supports instruction with electronic reserves and similar electronic services. The primary function of these services is to assure that students and teachers will have timely access to course-related library resources. Course materials authored by professors, such as syllabi, lecture notes, or exams, may be made available on electronic reserves. The following standards apply to use of copyrighted works for electronic reserves:

- **Instructors are responsible for evaluating, on a case-by-case basis, whether the use of a copyrighted work on electronic reserves requires permission or qualifies as a fair use. If relying upon the fair use exception, instructors must complete a copy of the fair use checklist before submitting material for electronic reserves.**
- Inclusion of materials on electronic reserves will be at the request of the instructor for his or her educational needs.
- Materials made available on electronic reserves should include a citation to the original source of publication and a form of copyright notice.
- The instructor, library or other unit of the institution must possess a lawfully obtained copy of any material submitted for electronic reserves.
- Access to course material on electronic reserves should be restricted by password to students and instructors enrolled in and responsible for the course. Access should be terminated as soon as the student has completed the course.
- Library reserves staff should check to see whether materials submitted for electronic reserves are available through an electronic database or are otherwise legally available. If so, staff should provide a link rather than scanning and posting the material.
- Library reserves staff should delete materials available on electronic reserves at the conclusion of each semester.



Carol Goodson <cgoodson@westga.edu>

important changes coming to Library reserves

2 messages

Carol Goodson <cgoodson@westga.edu>

Fri, Dec 6, 2013 at 12:09 PM

To: All Faculty <all-faculty-list@westga.edu>, All Staff <all-staff-list@westga.edu>

Bcc: C Goodson <cgoodson@westga.edu>

Beginning with Summer Semester 2014, the Library will no longer be maintaining its contract with Docutek, the online reserves system we have had for many years. Instead, we will be joining the ranks of the numerous academic libraries across the country that use their online learning system (in our case, Desire2Learn) as a platform for providing electronic reserve readings to students.

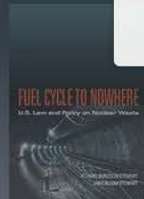
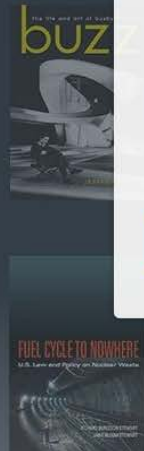
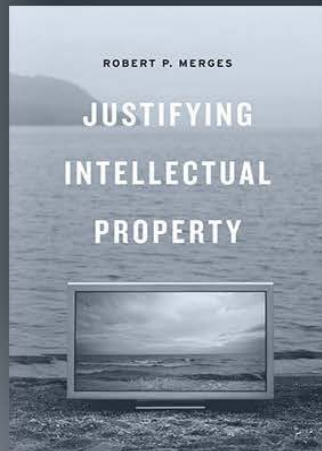
If you are already using D2L as part of your classes, you may wish to make this switch starting next semester instead of using Docutek*, although you certainly may continue to use Docutek as usual during Spring 2014 Semester.

The important thing you need to know right now, is that once we have discontinued Docutek at the end of Spring Semester 2014, you and the Library will no longer be able to access the links and uploaded files you now have in Docutek. Therefore, it is critical that you make sure you have your own copies of any scanned documents in Docutek that you might want to use again in the future and/or lists of citations/links to articles

http://affordablelearninggeorgia.org/



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Substitute GALILEO Resources for Textbooks

GALILEO provides a step-by-step guide to using library resources as course materials, including a tutorial on permanent links.

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