

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

Carol Goodson, Head of Access Services, UWG

Katie Mitchell, Circulation Manager, UWG

RESERVES:

Docutek to

Desire2Learn (D2L)

CHANGES IN WORK FLOW

Electronic Reserve Items

Docutek

Docutek: E-Reserves

- **Collect documents to be placed on reserve**
 - **If document source is undetermined:**
 - **Conduct search (Worldcat or Google)**
 - **Contact faculty member for more information**
- **Enter bibliographic information**
- **Scan/Upload Documents**
 - **Adhere to copyright laws**
 - **Count all pages of portions of works to determine percentage of content made available**
 - **Requires working knowledge of copyright standards pertaining to this type of content**
 - **Link to currently owned articles in databases**
 - **Ensure proper formatting and visibility of scanned documents before uploading**

Docutek: E-Reserves

- Monitor changes to reserve items within Docutek courses via Docutek email account
- Emails are generated any time a change is made within a course in Docutek; however, the change itself is not defined
 - Log into each course where changes have been made to ensure adherence to *copyright*, *proper formatting* of uploaded documents, and accurate display of *bibliographic information*

Electronic Reserve Items

Desire2Learn

Desire2Learn: E-Reserves

- **Collect documents to be placed on reserve**
 - **If document source is undetermined:**
 - **Conduct search (Worldcat or Google)**
 - **Contact faculty member for more information**
- **Enter bibliographic information**
- **Scan/Upload Documents**
 - **Adhere to copyright laws**
 - **Count all pages of portions of works to determine percentage of content made available**
 - **Requires working knowledge of copyright standards pertaining to this type of content**
 - **Link to currently owned articles in databases**
 - **Ensure proper formatting and visibility of scanned documents before uploading**

Desire2Learn: E-Reserves

- **Upon specific request by faculty members, scan documents for reserve and send to faculty for them to upload to their course in D2L**
 - **Advise faculty members regarding compliance with copyright law**

Desire2Learn: E-Reserves

- Monitor changes to reserve items within Docutek courses via Docutek email account
- Emails are generated any time a change is made within a course in Docutek; however, the change itself is not defined
 - Log into each course where changes have been made to ensure adherence to *copyright*, *proper formatting* of uploaded documents, and accurate display of *bibliographic information*

Desire2Learn: E-Reserves

No more emails to check??

Whaaaaaat?!!

Major Implications

Docutek D2L : E-Reserves

- **Burden of ensuring adherence to copyright law rests with faculty members as opposed to library staff members (a requirement of the University System of Georgia)**
- **Students find the system under D2L much more convenient, as they can access their course reserves in one place, rather than having to log into a separate system for access**

Hard Copy Reserve Items

Docutek vs. Desire2Learn

Docutek vs. D2L: Hard Copy Reserves

- **Library-owned materials**
 - **Retrieve items to be placed on reserve**
 - **Set up course and enter bibliographic information within Docutek**
 - **Process materials in Voyager**
 - **Add items by existing barcode**
 - **Adhere labels and shelve**

Docutek: Hard Copy Reserves

- **Faculty-owned materials**
 - **Collect items to be placed on reserve**
 - **Set up course and enter bibliographic information within Docutek**
 - **Process materials in Voyager**
 - **Add items by creating new bib records**
 - **Adhere labels and shelve**

Contact Information:

Katie Mitchell

Circulation Manager

University of West Georgia

katiem@westga.edu

678-839-6503