

KRESGE LIBRARY ELECTRONIC RESERVES

Kresge Library is pleased to offer Electronic Reserves. By searching in Voyager, the Online Catalog, your students can view any electronic material wherever they have Internet access. Your Course Reserve List can provide a centralized collection of resources, that potentially can be accessed anywhere at any time!

Faculty and staff may submit Class notes, exams, and overheads for consideration. Journal articles, book chapters or sections, and student papers may also be submitted, but are governed by the library's copyright guidelines. Materials may be password protected to restrict access. Web-sites may also be linked to your course reserve list.

Class Notes, Exams, or Overheads that are created in Excel[®], Word[®], or Powerpoint[®], can be submitted via email as an attached file. Alternatively, a clear physical copy may be submitted and can be scanned or a 3 ½" disk containing the file may be submitted to the Reserve Clerk. The scanned material undergoes Optical Character Recognition (OCR) to convert the image into text (to reduce file size and to enable keyword searching).

Electronic Reserves are usually marked [ELECTRONIC ITEM] to distinguish them from the physical reserves in Voyager. For students to access the material, their library card must be activated (login is required).

Viewing and printing of linked full-text/full-image E-reserve materials often requires an up-to-date web browser and Adobe Acrobat Reader[®], which can be downloaded at no cost.

Copy service is available for e-Reserves and physical reserves at \$0.10 per page.

As with physical reserves, electronic reserves are processed in the order received and the customary 2 day turnaround is assured unless restricted by high volume (particularly during the 1st 2 weeks of each semester).

GUIDELINES FOR E-RESERVES*

Copyright

Copies must meet standards of brevity, spontaneity, and cumulative effect before they can be made available for reserve.

- Brevity – A maximum of 2,500 words for an article.
- Spontaneity – The decision to use a work and the moment of its use are so close, that writing for permission is impossible.
- Cumulative Effect – Not more than one short poem, article, story, essay or 2 excerpts may be copied from the same author, nor more than 3 from the same collective work or periodical volume during one class term for reserve usage.

* these guidelines also apply to physical copies

Quality

- Each page should be clean, i.e. no stray marks, no underlining, no highlighting.
- Each page should be copied on its own page, i.e. don't reduce the image so that 2 pages can fit on one.
- Generation copies - copies of copies generally don't work as well. With each copy, a little bit of the image is lost. This is especially important with fonts where lost part of a letter can lead to incorrect OCR.

Please direct questions or comments to Maurini Strub
mrjohn@oakland.edu
248.370.2470