

Faculty Handbook for Using Electronic Reserves

How do I begin if I don't have an E-Res account?

Contact Sidnie Reed, Electronic Reserves Assistant, at x4812 or Anne Davies, Resource Sharing Librarian, at x4803 to set up an account. This allows access to view your existing E-Res pages & documents, post your own materials, make modifications to the pages or documents, and allows E-Reserves staff to access and to maintain your information, as well. Training is encouraged if you create and maintain your own E-Res pages.

How do I begin if I don't have an E-Reserves page or need to establish a new one?

Go to the library's home page (<http://www.xavier.edu/library>), to Course Materials and Electronic Reserves. You will see the below screen upon entering E-Res.

For new and additional readings **always** submit an Electronic Reserves Request form.

This aids staff in knowing who is active for a current term and what is being submitted for posting.

The screenshot shows the 'Electronic Reserves' page. The main content area contains the following links:

- 1) Access to Faculty E-Reserves Documents
Finding your course readings here.
- 2) Electronic Reserves Request Form
Use this Electronic Reserves form to submit new and additional materials to your course page. Make a copy to attach to hand delivered materials.
- 3) End of Semester Options
Tell us whether you want your whole course Archived, Re-activated (with the same name and number or with a new name and number), or Permanently Deleted from the E-Reserves. One per class to be submitted.
- 4) Document Options (to make changes to E-Reserves Page)
To make changes by archiving or removing documents from E-Res while keeping the other readings. If you have a large number of changes to make, please print out your existing coursepage and mark the documents with an A to archive them or with an X to remove them.
- 5) Faculty Instructions for E-Reserves
To assist with creating and posting documents to your own E-Reserves page. Contact the staff if further help is needed 745-4822.
- 6) Electronic Reserves Paper Form
This is the paper form. Copies are also available at the IRC Desk. If possible, we would prefer that you use the electronic form.
- 7) E-Reserves Purpose and Policies Statement
Policies for submitting E-Reserves.

The 'News Announcements' box on the right contains the following text:

12/10/2007 8:13:41 PM: 2. End of Semester Please use the End of Semester options form to Reactivate, Archive or Remove course pages.
6/11/2007 1:36:39 PM: 3. Faculty Login In To view your E-Reserve pages go to upper righthand corner under Admin Login to log in.

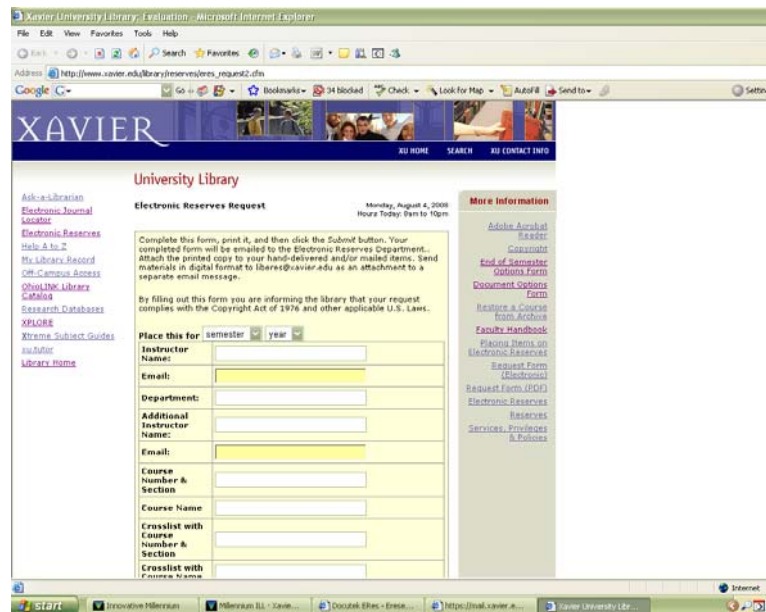
At the bottom of the page, it says: 'Questions? Comments? Please contact the system managers. Docutek ERes v3.2.01 - Copyright © 2005-2008 Docutek, a SiraDyna Company.'

Electronic Reserves request form – top

Fill in all the pertinent information

Passwords are Required for copyright purposes.

Questions regarding Copyright should be referred to Sidnie or Anne.



Electronic Reserves request form – bottom

Select button if item is a book or journal.

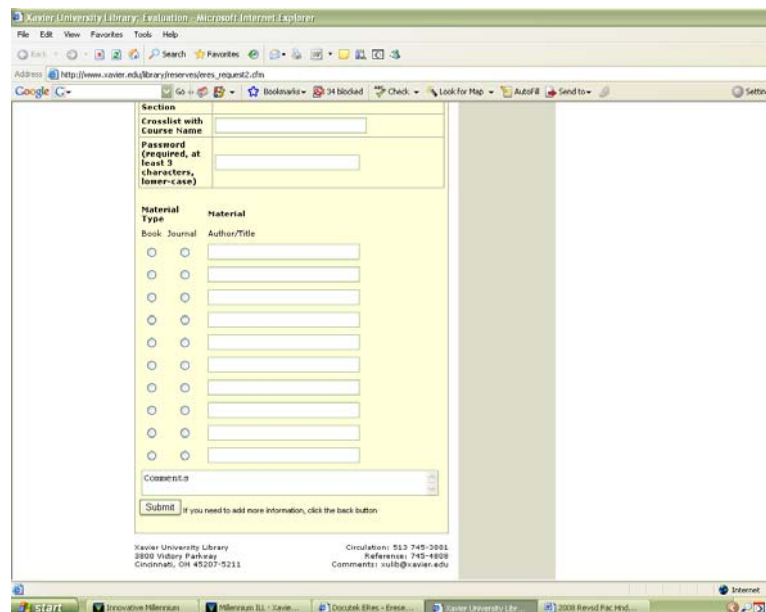
Under material type is where you put bibliographic information.

Folders titles can start on one line and information going into that folder underneath.

The page can be filled up.

Select Submit and you will receive a confirmation page. Print this and write your name and course number on it.

If adding more use the BACK Arrow button from the Thank You page and delete the bibliographic information, while leaving the top information as is.



E-RESERVES STAFF POSTING

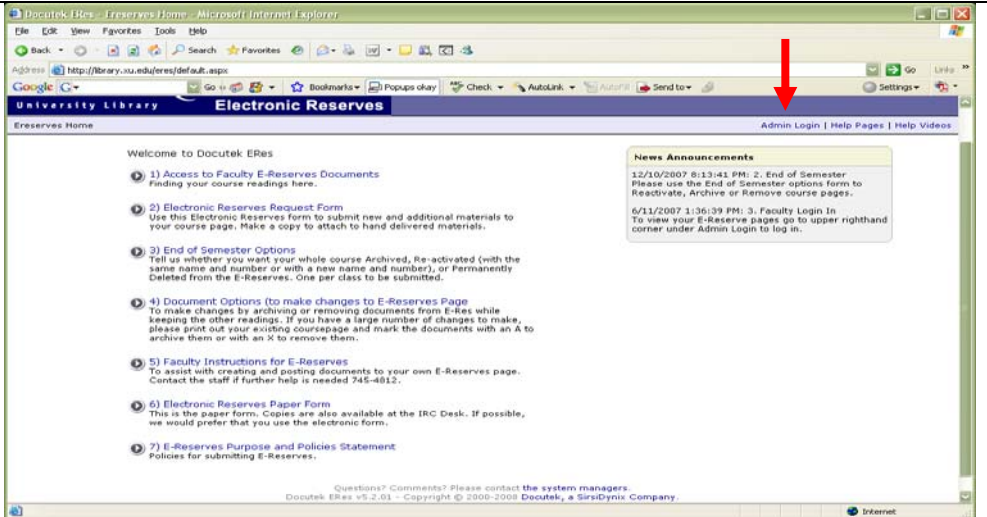
The staff will process all of reserve readings to your E-Res page. Unless, you post your own readings, instructions follow. We accept quality paper copies of documents (do not staple documents), books (with pages/ chapters flagged), audio clips, and any form of

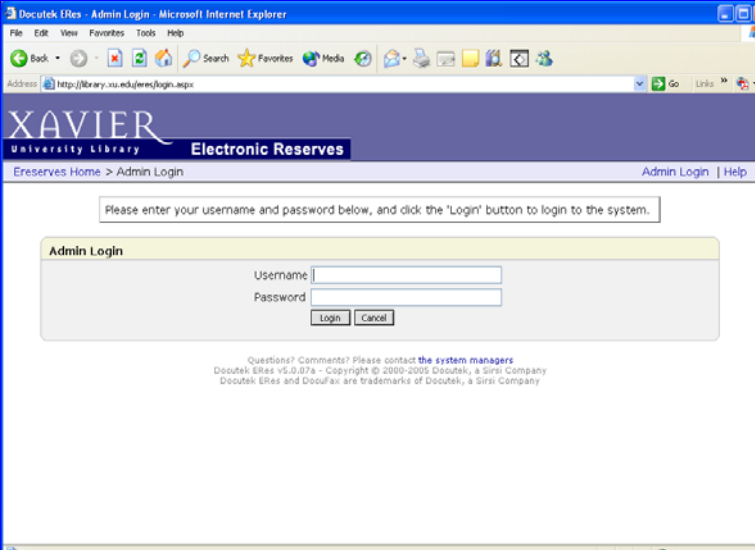
electronic documents (USB or disk) or emailed as an attachment to reed@xavier.edu.
Indicate in the subject line: E-Res, the number and course name.

Plan ahead. The beginning of a new semester items can take up to 10 workdays for processing. Afterwards postings could be from immediate to 5 days processing depending upon office workflow and if there are any problems.

Forms submitted electronically are placed in a queue and when materials are received then placed with the form. Print the either the first page of your submission or the Thank You page. Place with materials being brought to the library, indicate your name and course number on the form. You may bring materials directly into the office during daytime hours or leave with IRC staff evenings or weekends. Materials will be available for pick-up in the Document Delivery office or IRC desk.

ADMINISTERING or VIEWING YOUR E-RES PAGES

<p>Admin Logon</p> <p>Use your assigned Username & Password.</p> <p>Forgot it?</p> <p>Contact Sidnie x 4812 Anne x 4803</p>	 <p>The screenshot shows the 'Electronic Reserves' website home page. The browser title is 'Docutek ERes - EReserves Home - Microsoft Internet Explorer'. The address bar shows 'http://library.xu.edu/eres/default.aspx'. The page content includes a 'Welcome to Docutek ERes' section with a list of links: 1) Access to Faculty E-Reserves Documents, 2) Electronic Reserves Request Form, 3) End of Semester Options, 4) Document Options, 5) Faculty Instructions for E-Reserves, 6) Electronic Reserves Paper Form, and 7) E-Reserves Purpose and Policies Statement. A 'News Announcements' box is visible on the right. A red arrow points to the 'Admin Login' link in the top right corner of the page.</p>
--	---



The screenshot shows the 'Admin Login' page. The browser title is 'Docutek ERes - Admin Login - Microsoft Internet Explorer'. The address bar shows 'http://library.xu.edu/eres/login.aspx'. The page content includes a 'Please enter your username and password below, and click the 'Login' button to login to the system.' message. Below this is a form with 'Admin Login' as a heading, 'Username' and 'Password' input fields, and 'Login' and 'Cancel' buttons. At the bottom, there is a footer with contact information for system managers.

This is your personal homepage of all your E-Res pages.

You can change your password. Staff can reset it, also.

You can create your own page by clicking on **Course Reserve Pages**

You can modify existing document information by choosing a specific E-Res Course.

Any modifications should be reported to Sidnie for internal recordkeeping purposes.

Docutek ERes - Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://library.xu.edu/eres/toolkit.aspx

XAVIER University Library Electronic Reserves

Ereserves Home > Main Menu Main Menu | Logout

Hello Anne - Please use the links below to access the Docutek ERes management screens.

Main Menu

My Account Change your account information, such as name, password, and email address.

Course Reserves Pages Add a new course reserves page or modify/delete an existing one. You can also go to the Page Management section for an existing course reserves page by clicking a link below.

- ENGL-101 - English 101 Workshop (Spring 2005) - Young, Davies
- IFP000 - Information Fluency Program (Summer 2006) - COTTER, DAVIES, STEMMER, YOUNG, YOUNG, POGGIONE
- LIBR000 - Faculty Workshop for Information Literacy (Spring 2005) - YOUNG, DAVIES
- LIBR200 - Faculty Workshop (Spring 2005) - Davies
- LIBR500 - Integrating Library Resources Workshop (Fall 2005) - DAVIES, POGGIONE, MORGAN
- LIBR500 - Workshop (Spring 2005) -
- LIBR500 - workshop (Spring 2005) - Davies
- LIBR800 - Information Literacy Sample Assignments (Spring 2005) - YOUNG, DAVIES

Documents Manage documents in the Docutek ERes system.

Statistic Reports Run statistic reports to find out how people are using the system.

Training Videos View Docutek ERes training videos within the online help pages.

To create a new E-Res Click on **Add Course Reserve Page**.

To modify an existing E-Res page click on the Blue Course Number, then select **Modify Selected**.

Docutek ERes - Course Reserves Pages - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://library.xu.edu/eres/courses.aspx

XAVIER University Library Electronic Reserves

Ereserves Home > Main Menu > Course Reserves Page List Main Menu | Logout

Use the checkboxes below to update/delete existing items, or the "Add" icon to create a new item.

Course Reserves Page List

Default View Show Search Options Show Display Options

+ Add Course Reserves Page Modify Selected Delete Selected Export Data

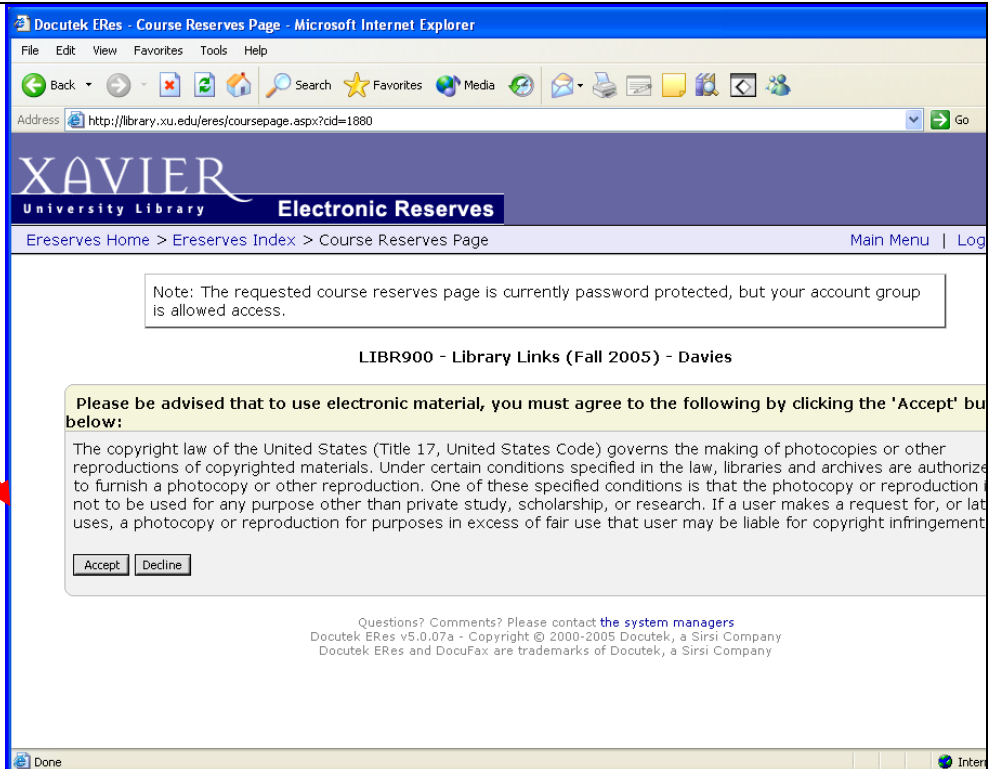
Displaying 10 of 7 Matching Course Reserves Pages << Page 1 of 1 >>

Course Number	Course Name	Instructor
<input type="checkbox"/> ENGL-101	English 101 Workshop	Young, Davies
<input type="checkbox"/> IFP000	Information Fluency Program	COTTER, DAVIES, STEMMER, YOUNG, YOUNG, POGGIONE
<input type="checkbox"/> LIBR000	Faculty Workshop for Information Literacy	YOUNG, DAVIES
<input type="checkbox"/> LIBR200	Faculty Workshop	Davies
<input type="checkbox"/> LIBR500	Integrating Library Resources Workshop	DAVIES, POGGIONE, MORGAN
<input type="checkbox"/> LIBR500	workshop	Davies

This screen appears if the course page exists.

To advance into the Course Page you must click on the word **Accept** when the course exists.

This is the Copyright statement associated to each E_Res page which is to insure that the university is in compliance with copyright laws.



This page comes up if creating a new course page.

Step 1:

Drop Down Boxes exist for Required Fields in **Red Type**

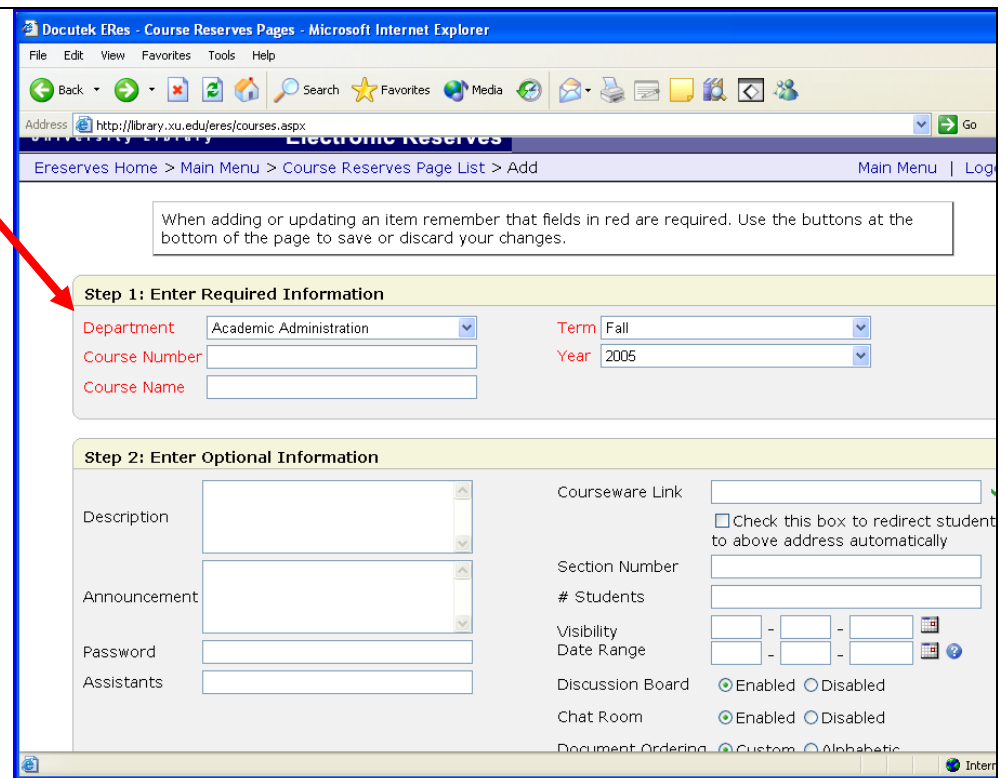
Choose your **Dept**

Indicate your **Course Number** without Section numbers, unless readings are specific to a class.

Course Name spelled out

Term select Fall, Spring or Summer.

Year select current year.



Step 2:

Do not delete information in Description box, for staff purposes.

Announcement

If you have a message for students you may type it here.

A **Password** is required. A minimum of 3 characters, lowercase letters are to be used.

Visibility Date Range

The top boxes will have today's date. The bottom box will have the end of semester dates.

12 19 08 5 15 09 8 16 09

Disable Discussion Board and Chat Room by clicking those buttons.

Document Ordering recommended to use Alphabetical listings. Custom places items in time order of posting.

Step 3: SAVE

And Close window

When adding or updating an item remember that fields in red are required. Use the buttons at the bottom of the page to save or discard your changes.

Step 1: Enter Required Information

Department: Library
Course Number: 000
Course Name: Document Delivery Articles Posted
Term: Spring
Year: 2008
Instructor: Library, Library (library)
Additional Instructors: Click to Make/Change Selection

Step 2: Enter Optional Information

Description: F 07 continual page
Announcement: Documents will be removed after a 2-3 month posting.
Password: frog
Courseware Link:
Section Number:
Students:
Visibility Date Range: 11 - 7 - 2007, 12 - 31 - 2008
Discussion Board: Enabled Disabled
Chat Room: Enabled Disabled
Document Ordering: Custom Alphabetical

Step 3: Save or Cancel

Check this box if you would like a notification email sent to your alert list announcing this change. The email will only be delivered if the course reserves page is visible to students.

Save Cancel

A **SUCCESS** message will appear at the top of the pages when changes have been made.

To Add Items select the **Page Management** tab.

Two options present themselves.

One - to create folders for readings for overall look to the page and access for students.
Book Author/Title, Topic or date.

Second - to list documents independently on the page. This works well if you have less than 25 readings.

Docutek ERes - Course Reserves Page - Microsoft Internet Explorer

Address: http://library.xu.edu/eres/coursepage.aspx?id=1880&page=docs

XAVIER University Library Electronic Reserves

Ereserves Home > Ereserves Index > Course Reserves Page

LIBR900 - Library Links (Fall 2005) - Davies

Course Info Documents Chat Room Discussion Boards Page Management

This course reserves page does not have any visible documents at this time.

Questions? Comments? Please contact the system managers
Docutek ERes v5.0.07a - Copyright © 2000-2005 Docutek, a Sirsi Company
Docutek ERes and DocuFax are trademarks of Docutek, a Sirsi Company

Select Manage Folders

It is best to create folders prior to posting documents into them.

Then you will proceed to Adding Documents.

The screenshot shows the 'LIBR500 - Integrating Library Resources Workshop (Summer 2008) - Davies, Morgan, Poggione' page. The 'Manage Folders' link is highlighted in the left-hand menu. The main content area lists various management options with descriptions:

- Course Reserves Page Settings: Manage the basic properties of this course reserves page, including course number, course name, term, year, etc.
- Crosslistings: List this course reserves page under another name or department.
- Documents & Copyright: Add, modify and delete documents and manage copyright information.
- Re-order Documents (Disabled): Change the position of documents and folders on your course reserves page. Note: this feature is disabled if your course reserves page is using "Alphabetic" ordering.
- Manage Folders: Add folders to your course reserves page, or manage existing folders.
- Student Email List: View the list of students currently receiving Email Alerts about this course reserves page. Send bulk or individual emails to students who have provided their email address.
- Statistic Reports: Run statistic reports to find out how people are using this Course Reserves Page.
- Training Videos: View Docutek ERES training videos within the online help pages.

Select Add Folder

How to name folders:

- Author & Title of Book
- Folder 1 (space in front of single digits)
- Topic name
- Faculty name
- Date

Give the item a **Folder Name** in the red type box.

Do not password the folder, unless materials are time sensitive (i.e. test, showing portions of book chapters).

Location if another folder needs to be placed into the main or **Root** folder select it from the drop down box.

Do not use Visibility dates, unless sensitive materials.

Save changes. Repeat process, if adding more folders.

The screenshot shows the 'Folder List' window with a table of existing folders. A red arrow points to the 'Add Folder' button at the top left of the window.

Title	Folder	Location	Start Visibility	End Visibility
<input type="checkbox"/>	Dublin, Social Work: An Empowering Profession	Root Level \ Future Salons		
<input type="checkbox"/>	Future Salons	Root Level		
<input type="checkbox"/>	Future Saloner Group A	Root Level		
<input type="checkbox"/>	Future Saloner Group B	Root Level		
<input type="checkbox"/>	Future Saloner Group C	Root Level		
<input type="checkbox"/>	Healy, Race, Ethnicity, Gender and Class	Root Level \ Future Salons		
<input type="checkbox"/>	Salon Information	Root Level		

The screenshot shows the 'Manage Folders' form with the following fields:

- Folder Title (highlighted with a red box)
- Password (optional)
- Location (Root Level)
- Limit Visibility Dates? (with date pickers)

Buttons: Save, Cancel, Close Window

ADDING DOCUMENTS, PDFs and AUDIO

If you need to have documents scanned to a PDF, contact Sidnie or stop by the office.

Select **Documents & Copyright** along with posting **Web Links**

Give the document a name.

- 1st Author's Last Name
- Up to 6 words of a title
- Website Name
- Name of item
- Unique course identifier
(Practice Test Spr 08, PPT #1)

Select **Add Documents**

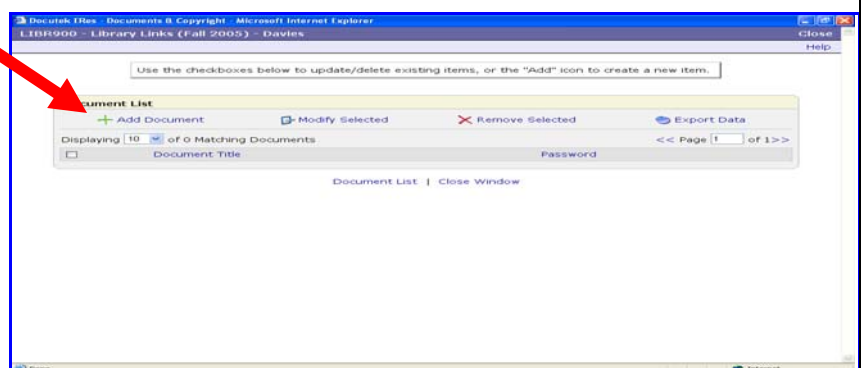
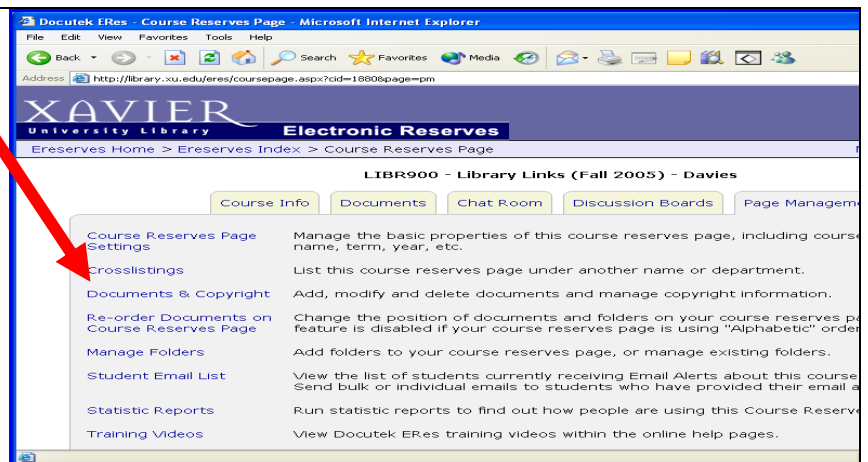
Place a spacing using single digits and prior to multiple digits (1, 10,).

If adding syllabus label it as

1. **Syllabus**, so it appears at the top of the page.

Readings more easily viewable

- A. **Moore Reading**
- B. **Withrow Readings**



Select **Add a New Document**

We **do not** encourage using option 2 to associate documents from another course page, as it causes problems if the document can be deleted from another course page unintentionally.



NAMING DOCUMENTS

The red **Title** box is a required field.

List Author's Last Name and up to 6 words of a title, website name, or a relevant name. Getting lengthy isn't necessary.

Step 2: Provide Optional Information

You could fill in the bibliographic information if you chose.

Do you need to place it in a **Folder**?
See earlier steps.

Save. Repeat process if adding more by clicking on the **Document List**.

Close Window when finished.

When adding or updating an item remember that fields in red are required. Use the buttons at the bottom of the page to save or discard your changes. After clicking the "Save" button you will have the opportunity to transfer files and attach them to the newly created document.

Title Description

Pages

Step 2: Provide Optional Information

Bibliographic Information

Primary Title	<input type="text"/>	ISBN / ISSN	<input type="text"/>
Secondary Title	<input type="text"/>	Journal	<input type="text"/>
Primary Author	<input type="text"/>	Volume	<input type="text"/>
Secondary Author	<input type="text"/>	Issue	<input type="text"/>
Publisher	<input type="text"/>	Page Range / Chapter	<input type="text"/>
Copyright Status	Not Specified	Date Published	<input type="text"/>
Call Number	<input type="text"/>		

Web Link

Hard Copy Information

Quick Text

Step 3: Course Specific Settings

Password

To add additional faculty to the E-Res page you will need to contact the E-Res staff.

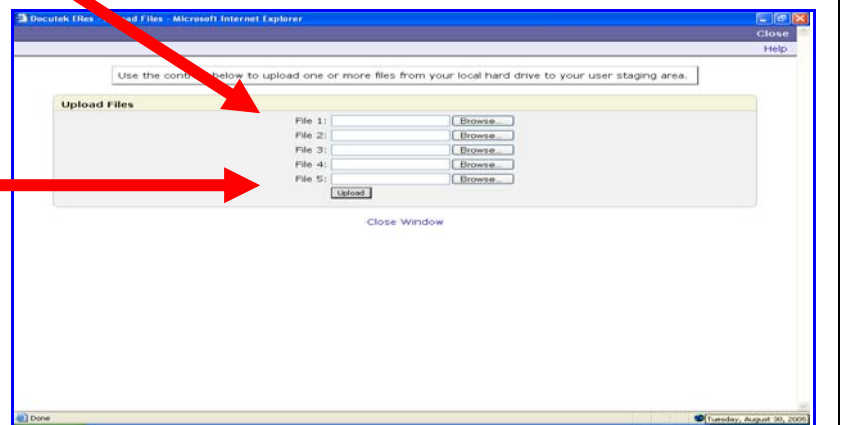
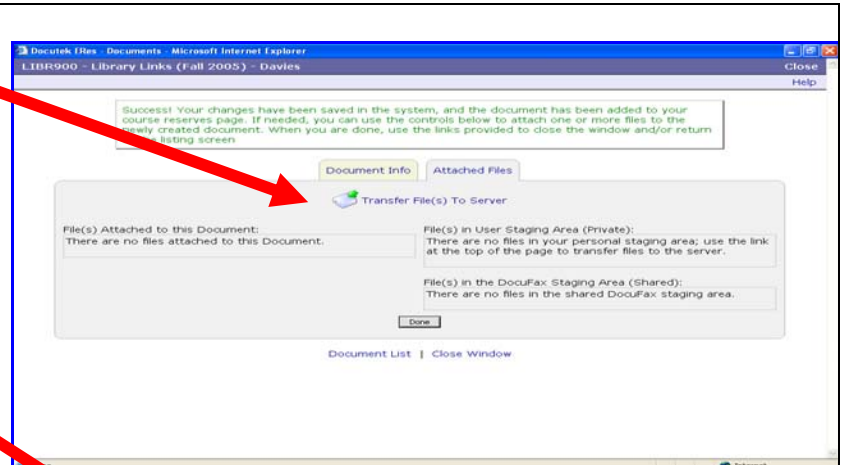
ATTACHING DOCUMENTS

Select the **Transfer File(s) to Server**. It will take you to the **File 1** with Browse boxes.

You will go into your computer files, double click on the document to be uploaded. If you have additional documents to be associated you can do them as well by repeating the process under each of the **File # Browse** boxes.

You can upload up to 10 items at once. This can be repeated once uploaded.

Once you have them in the boxes click on the **Upload** button. They will then go into the Transfer Files screen on the right hand side.

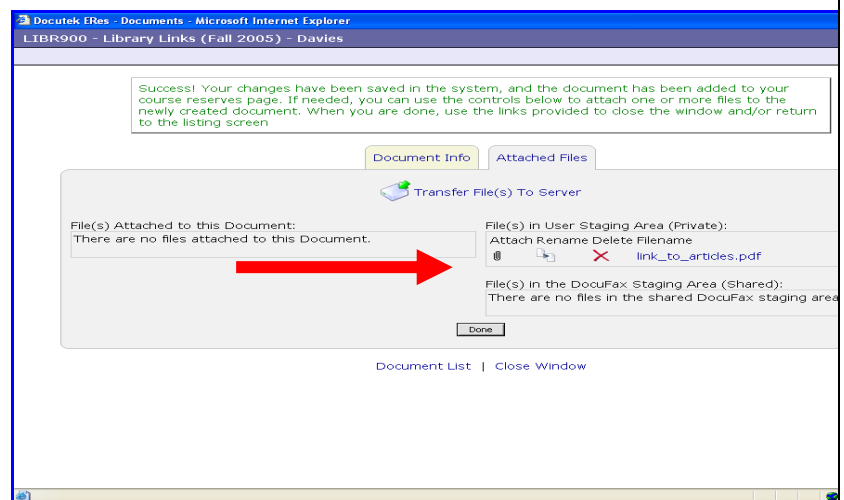


Now you are back on the **Transfer File(s) to Server** page. You will see your documents on the right hand side.

Click on the PAPERCLIP image to associated the document that the item is to be associated with. What you just named it.

Repeat the process of adding additional documents by clicking on the **Document List**. It will take you back to **Add a New Document**.

Close Window when finished.



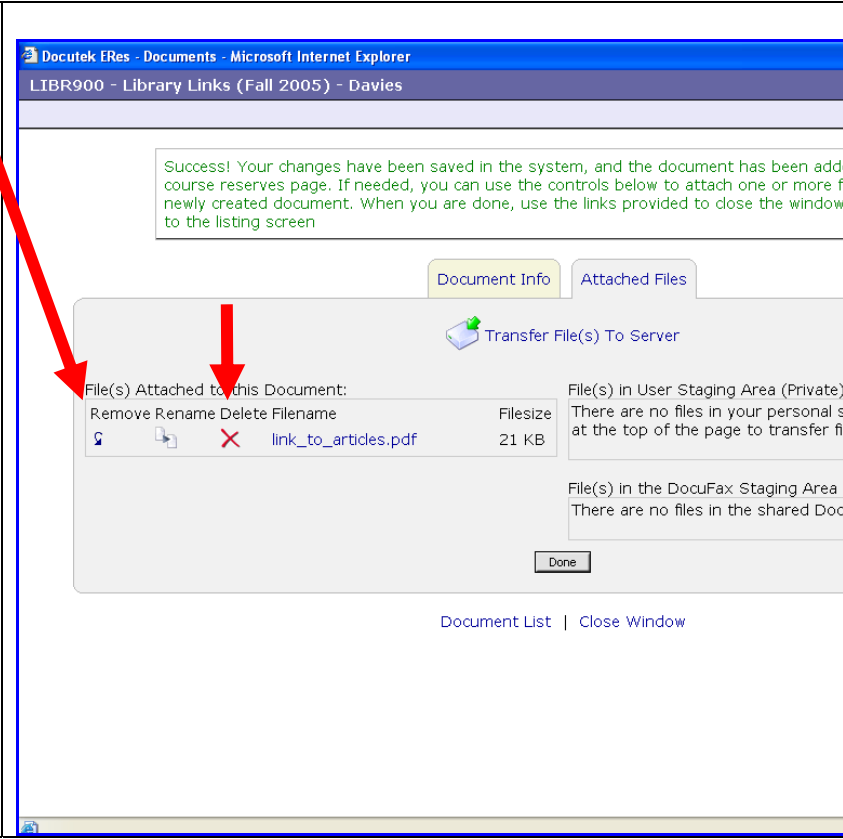
You can click on the blue link to the document to verify that you have uploaded the correct document.

If you discover that you made a mistake in attaching the wrong item to the document. Just click back on the paperclip from the left side under **Remove**. This will place it back in the Staging Area.

If you the wrong items was uploaded you can click on the **red X** and delete the document.

Repeat process by going to **Document List**.

Close Window when finished.



LINKING WEBSITES and STABLE URLS – under Step 2

Reliable URL sites can be copied and pasted directly from the top tool bar into the line (government, business).

To link URLs from our authorized databases you will use the proxy in the Web Link box. **Note: it is the lower case letter L = l and then the number 1 in the proxy (ariell1)**

<http://libproxy.xu.edu:2048/login?url=> insert the persistent link information after the equals sign. Use the green check mark to verify that the site appears.

(Copy and paste the proxy into the Web Link box or jotted it down and posted on your computer monitor.)

If submitting the information for the E-Res staff just print out the citation reference page from the database or first page of established web site.

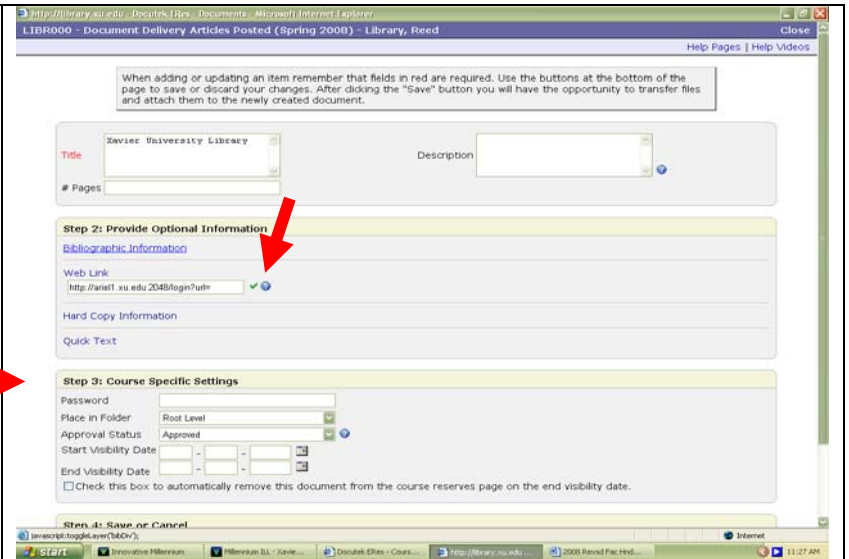
In the Web Link box you will post the URL.

Click on the **Green checkmark** to see if the link works.

Do you need to place it in a **Folder**? See earlier steps.

Save changes.

This will then take you to the next part of the process.

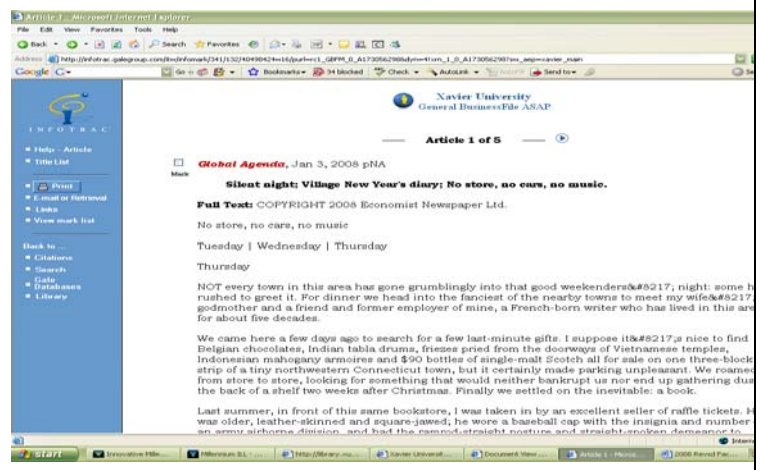


WHERE TO PULL THE LINKS FROM – this is a copy and past function

InfoTrac

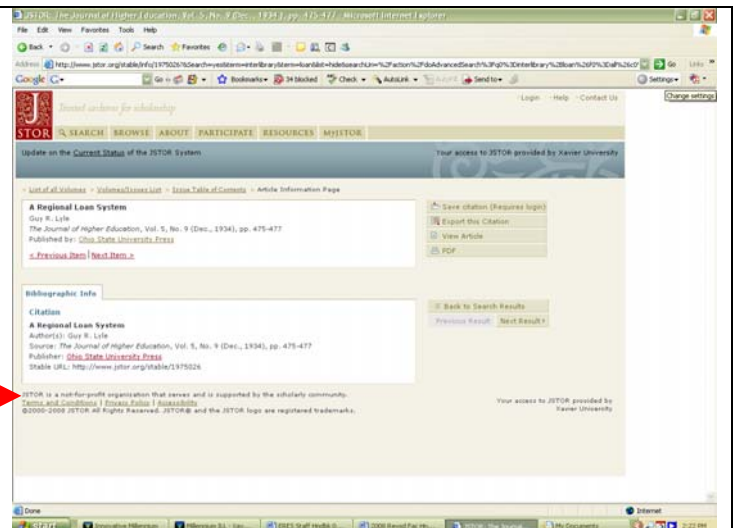
Print out the citation page if you will submit to the E-Res staff for posting.

When posting will need to go to the Persistent Link and copy the whole number and then insert it in the Web Link with the XU Proxy number prior to this link.



JSTOR

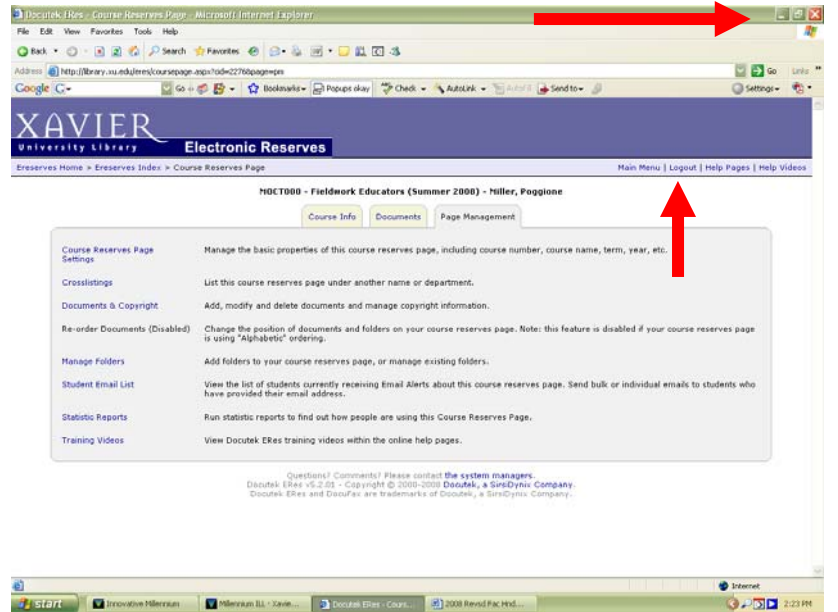
From the citation list select **Article Information** then from the new page go to Stable URL.



When totally finished with posting your readings you will Close out of all windows.

Use the **Close Window** buttons or the upper right hand corner **X** button.

Then log out of the system from the main page under **Logout**.



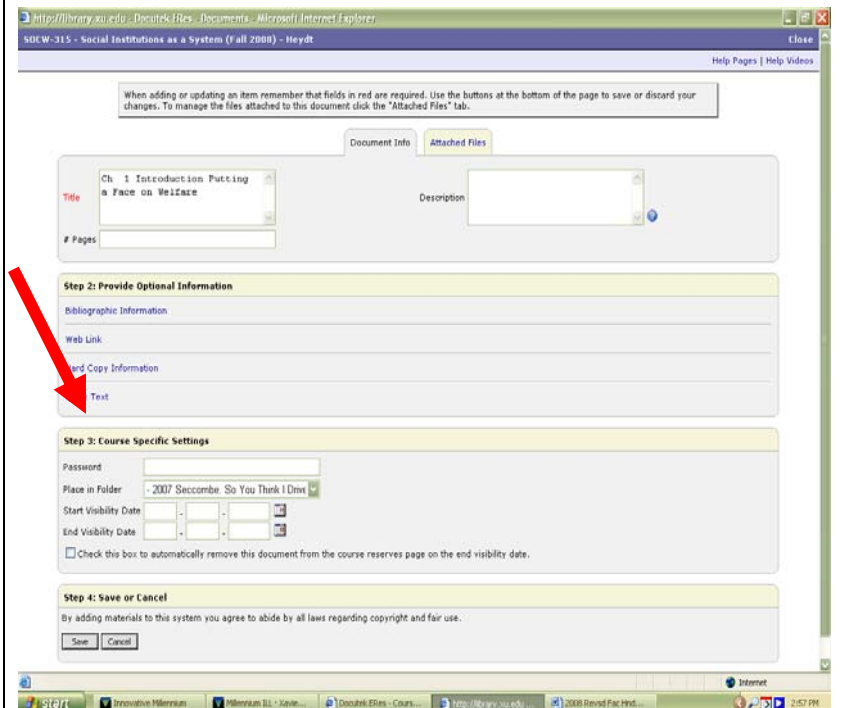
ARCHIVING DOCUMENTS FROM CURRENT VIEWING

If you want to **Archive** a document from public viewing you will select the item by checking the box from the main listing and going to **Modify Selected**.

Under **Step 3 Course Specific Settings** under the **End Visibility Date** indicate the day prior to today's date.

(5 31 08 if today is 6 1 08)

Save changes.



DELETING DOCUMENTS FROM YOUR COURSE PAGES

The E-Res staff can handle if you return the End of Semester Options list crossing off unwanted documents or use option **#4 Document Options** found on E-Res homepage.

Or you can delete individual documents from your E-Res page return to the main Course Reserve List.

This will remove the item permanently by selecting **Documents**.

Select the boxes, then choose **Save Selections**.

The screenshot shows the 'Electronic Reserves' management page. Under the 'Main Menu' section, the 'Documents' link is highlighted with a red arrow. The page lists various course reserves and management options like 'DocuFax Cover Sheet', 'Statistic Reports', and 'Training Videos'.

To see all items under the Displaying box you can select how many items to view at one time. The maximum is 250. To see the remainder you will need to move to the next screen.

Select the item(s) you wish to delete. Then click on the **red X Delete Selected**.

The screenshot shows the 'Documents' management page. The 'Displaying' dropdown is set to 250. The 'Delete Selected' button is highlighted with a red arrow. Below the navigation bar is a table of documents with checkboxes for selection.

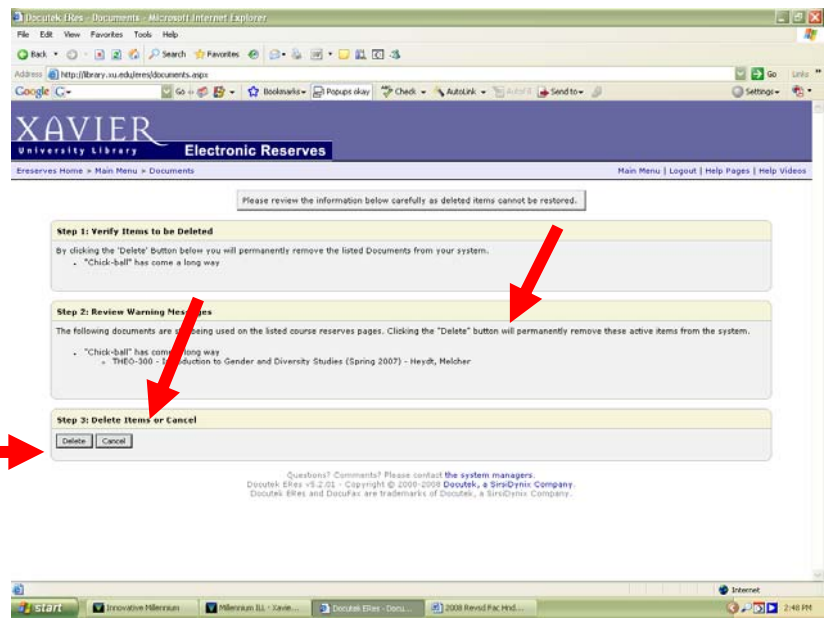
Displaying	Title	File Size (KB)	Primary Title	Primary Author	Copyright Status
<input type="checkbox"/>	"Chuck-ball" has come a long way	0	Chuck ball has come a long way	Daugherty, Paul	Not Specified
<input type="checkbox"/>	# 6 Via Me Vost: Spirituality and Religion in Social Work Practice	251			Not Specified
<input type="checkbox"/>	# 9 Grace-Owens, Erlene, To Leave or Not to Leave	437			Not Specified
<input type="checkbox"/>	#14 Harris, These Things Happen: Confronting Dual Responsibilities	339			Not Specified
<input type="checkbox"/>	#16 Lisavakic, A Tale of Ten Men: Anatomical, Surgical, Ecological, and Biostatistical	279			Not Specified
<input type="checkbox"/>	#18 Lee and Walker, Grace	193			Not Specified
<input type="checkbox"/>	(Theonas) Hester, Treating Alcohol Problems	1284			Copyright Not Registered
<input type="checkbox"/>	1. Syllabus	3064			Not Specified
<input type="checkbox"/>	1. Syllabus	2717			Not Specified
<input type="checkbox"/>	1. Will, Code of Coercion	8	Code of coercion	Will George	Not Specified

This screen appears and will indicate all documents selected for permanent removal.

If an item is associated to another course and you don't want to delete it from that page – **Cancel** the option. From the earlier screen uncheck the box of that item(s). Repeat the **Delete Selected**.

If you want to delete the item(s) click on **Delete** and they will be removed.

Documents can not be retrieved once this selection is made. So make certain you have a copy of the document. If the library posted your readings they should have a copy of the original scan.



END OF SEMESTER OPTIONS

At the end of each semester an End of Semester Option letter is sent to you along with any documents that the office received. We ask that you take the time to review the information and then to respond to each individual course page either by submitting an electronic End of Semester Option #3 or #4 request or return the paperwork to the E-Res staff. This documentation aids the staff in maintaining accurate information pertaining to your E-Res.

#3 End of Semester Options

Fill in the pertinent information.

Reactivate for next current semester & year you want it available. (Recommended for those that continually use year to year.)

Archive for undetermined semester & year

Remove permanently delete whole E-Res page.

Each E-Res page goes down at the end of the term for copyright and internal recordkeeping purposes.

