

Blackboard eReserves- For Instructors

Contact Cate Karain to begin process of adding eReserves

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Provide your Blackboard Course ID and print or electronic version of reserve materials.

To view your Blackboard Course ID go to Edit Course List or contact the Blackboard Help Desk at 734.477.8724.

You will receive an email when eReserve content is available.

eReserves are materials not found in the library or accessible through WCC or the library's electronic resources. eReserve materials are usually instructor owned materials that are supplemental to the course.

COPYRIGHT INFORMATION:

Type of Material	Can be put on Reserve?	Time limit	Percentage of material limit	What governs the restrictions?	Example
Duplicates of copyrighted printed material, whether photocopies or digital files.	Yes , with restrictions. Same restrictions apply to regular reserves and Electronic reserves.	One Semester , unless permission is obtained from the copyright holder to keep it on reserve longer OR the material is in the public domain	Brief excerpts from longer works, journal article, unless permission is obtained from the copyright holder for more material OR the material is in the public domain.	Sources: Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code Circular 92 Sec 106 and 107; TEACH Act;	Permitted: A photocopy of an article for a journal, a couple of chapters from a book, etc. as long as it is not the "heart of the work." Specific length determinations will be made on a case-by-case basis. Duplications may not be made of an entire journal issue, or the majority of a book, etc unless the copyright holder gives permission or the work has passed into the public domain.

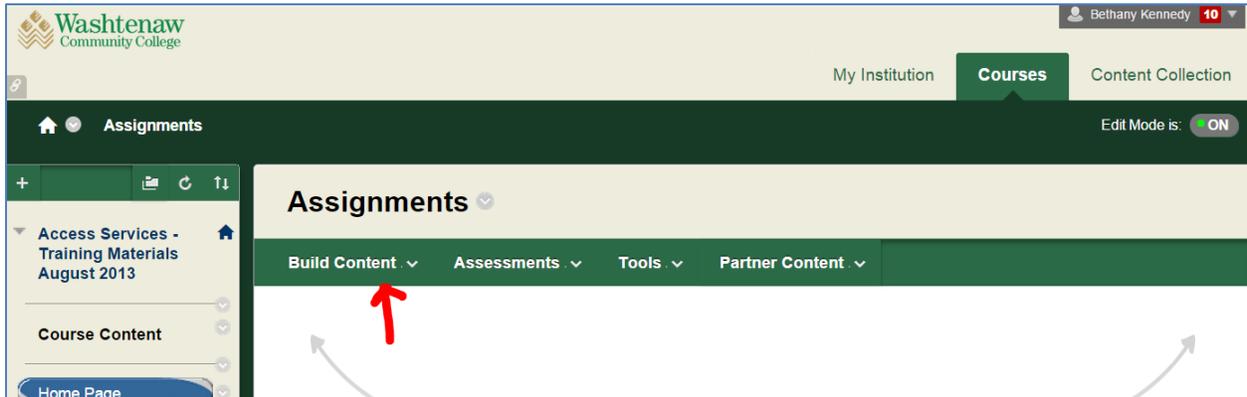
Source: Library Reserve Policy Chart <http://www4.wccnet.edu/copyright/librarycopyright/>

Add the eReserve items to your course:

Choose a Course Content area to add eReserve items.

For example: Add content to Assignment Area

Select **Build Content** and select **Item**.



Enter a **Name** and **Description** then select **Browse Content Collection**

* Indicates a required field. Cancel Submit

1. Content Information

* Name

Color of Name Black

Text

Paragraph Arial 3 (12pt)

Description

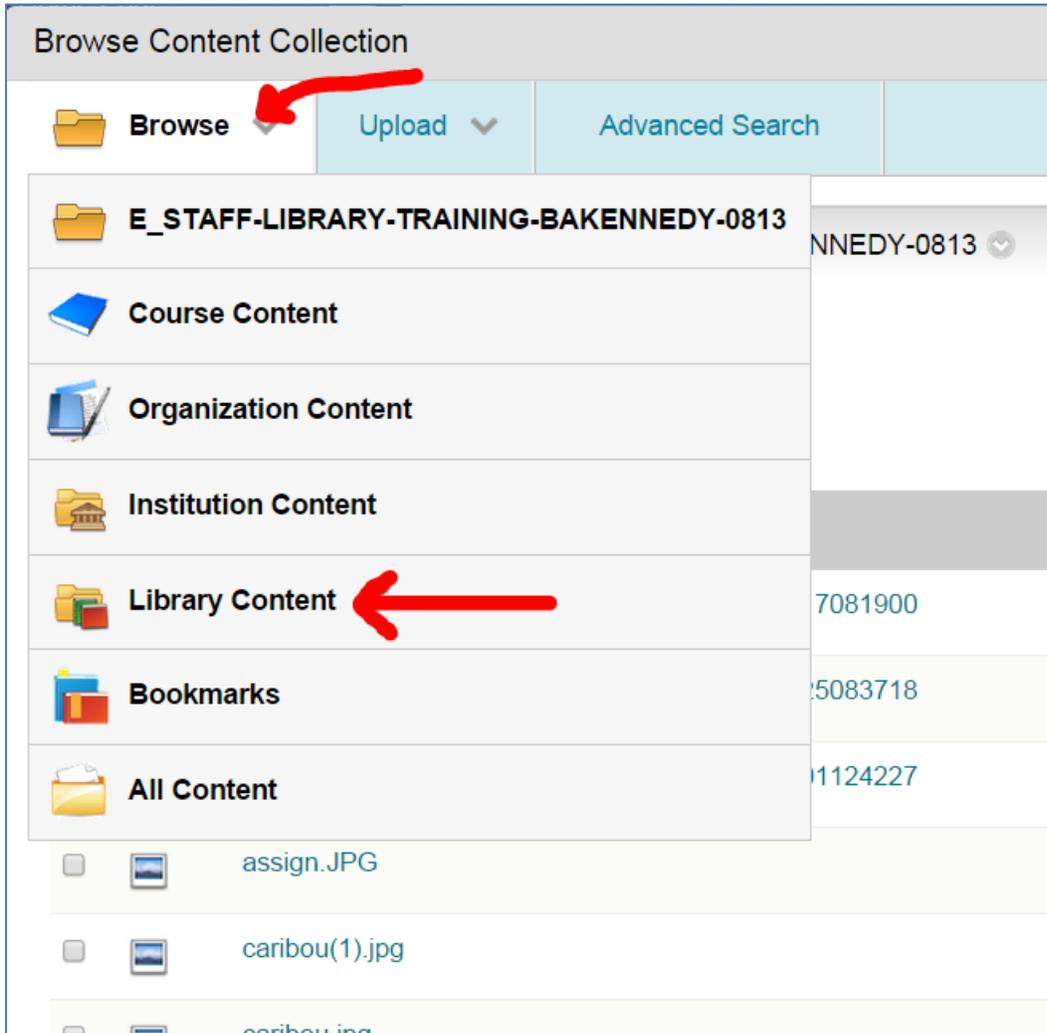
Path: p Words: 0

2. Attachments

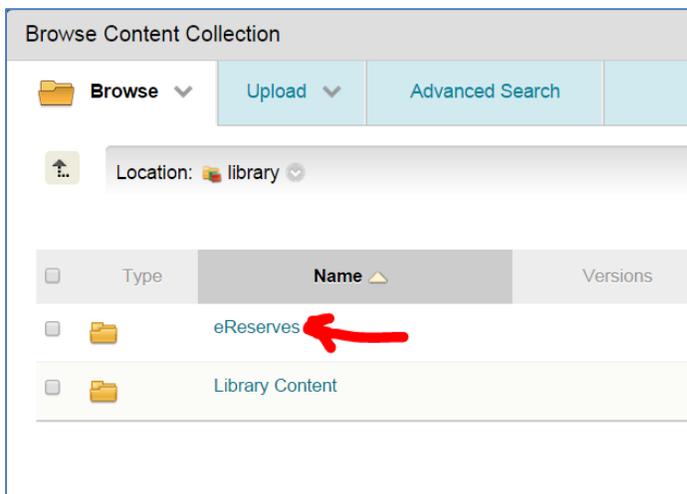
If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File

In the upper right hand corner select **Browse** and then select **Library Content**.



Select the **eReserves** folder.



From the list of classes, select your Course ID.

Select the files from in the course eReserve folder to add. Select **Submit**.

The screenshot displays the 'Browse Content Collection' interface. At the top, there are navigation buttons: 'Browse' (with a folder icon and a dropdown arrow), 'Upload' (with a dropdown arrow), and 'Advanced Search'. Below these is a breadcrumb path: 'Location: eReserves / E_STAFF-LIBRARY-TRAINING-BAKENNEDY-081'. A table lists the content items:

<input type="checkbox"/>	Type	Name	Versions
<input type="checkbox"/>		Patron text sign up instructions.pdf	Off

A red arrow points to the selection checkbox for the file 'Patron text sign up instructions.pdf'.

The file will now show up in the created item. Select any other options you require for the item- such as time available. Select **Submit** to create item.

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

Attached files

File Name	Link Title	File Action	Item's Alignments	
 Patron text sign up instructions.pdf	Patron text sign up instructic	Create a link to this file	<input type="checkbox"/> Add alignments to content	Do not attach

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

Click Submit to proceed. Click Cancel to quit.

Items will look like this:



Creating eReserves

Attached Files:  Patron text sign up instructions.pdf (552.693 KB)

Description

For additional Blackboard help please contact the Blackboard Helpdesk 734.477.8724.