Faculty Reserves Handbook

A Quick Guide to Print & Electronic Reserves

Library Access Services
Bryn Mawr College
Welcome to Reserves at the Bryn Mawr College library! This quick guide will provide you with all of the basic information you need to set up print and electronic course reserves using the library.

If you are new to reserves or feel you could use a refresher, please read all of the following instructions, as there are a number of options available to you. Thank you for your attention to these details, and best of luck with the new semester!

This guide is also available online!
http://www.brynmawr.edu/library/documents/FacultyReservesGuide.pdf

Watch for important reminders!

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Print & Video Reserves

“Print Reserves” refers to hard-copy materials kept behind the library circulation desk for short-term student use.

Print reserves are intended for reading and viewing that is required or recommended for participation in a Bryn Mawr course.

Generally, print reserves are kept at whichever library houses the materials for the course's department. Please submit reserve requests to the following library staff members:

- Humanities & Social Sciences (Canaday): Melissa Kramer/mkramer@brynmawr.edu/x5287
- Sciences (Collier): Terri Freedman/tfreedma@brynmawr.edu/x5118
- History of Art, Archaeology and Cities (Carpenter): Jeremy Blatchley/jblatchl@brynmawr.edu/x7918

We do not duplicate reserves at Bryn Mawr and Haverford. However, if you are teaching a course at Haverford and would prefer to have your print reserves kept at Bryn Mawr instead, we can accommodate your request. This is recommended only if the majority of students enrolled in the course are Bryn Mawr students.

Submitting reserve lists

The best way to submit a reserve list is to email your list to the appropriate library staff member. Determine current item availability by searching the library catalog, Tripod (tripod.brynmawr.edu).

Reserve lists may include:

- Items we have in the libraries at Bryn Mawr
- Items available from Haverford and Swarthmore libraries
- Items the Tri-colleges do not yet own
Please indicate:

- The item’s full title and the author/director’s full name
- Publisher and Edition information if a specific edition or release is required
- Locations and call numbers for items that are already in the Tri-pod library catalog
- Any books on your list that the library needs to purchase

You may also bring reserve lists and/or the materials themselves to the appropriate staff member. In Canaday, please leave these materials in the ”New Print Reserves” bin just inside the front door, and include the print reserve form available next to the bin.

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Personal Copies

You are welcome to place personal copies on reserve. Please be aware that they will be barcoded and may suffer some wear and tear from use. Though we do our best to safeguard personal items, occasionally things do go missing. We do not recommend placing materials that are difficult to replace on personal copy reserve.

✓ Please make sure that each personal item you submit for reserve is clearly labeled with your full name.

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The following items cannot be placed on reserve:

- InterLibrary and EZ-Borrow loans
- Items from non-Tri-College libraries
- Rented videos and DVDs
- Rather than placing a pirated copy of a film on reserve, please contact Arleen Zimmerle/azimmerl@brynmawr.edu and request that the library purchase a legal copy.
Turnaround times

Submitting reserve lists at least two weeks before the start of classes will ensure that they are available to students on the first day of class. If your list includes books that are not available from the Tri-College libraries, submit at least these titles as soon as you know you will be using them.

You are welcome to add materials to your print reserve at any time. These requests are a high priority and will be processed as quickly as our workflow allows.

Items held by Bryn Mawr libraries can be put on reserve most quickly. Photocopies and personal copies need to be cataloged before they can be placed on reserve. Items ordered from Haverford and Swarthmore usually arrive within two days. Items that must be purchased for the library will be ordered on a rush basis, but arrival time depends on the item’s availability.

Important reminders

Please be sure to request print reserves for your course before assigning readings to your students. This sounds obvious, but it is frustrating for everyone involved when students begin asking for readings at the circulation desk when we’ve yet to receive your lists.

Reserve requests must be processed by a circulation supervisor. If you submit a request outside of our regular business hours, the request will be processed the next business day. Please plan ahead if you need students to complete reserve readings over a weekend.

Unless you need to preview the items first, do not request materials for reserve yourself from Haverford and Swarthmore. It is much easier and faster for everyone involved if such requests come directly from circulation, especially if the items are currently checked out to other patrons.
Electronic Reserves & Blackboard

“Electronic Reserves” refers to digital materials made accessible using the Blackboard Course Management System (blackboard.brynmawr.edu).

The library provides a scanning service to aid your course preparation.

Electronic reserves and the library’s scanning service are intended for materials that are required or recommended for participation in a Bryn Mawr course.

The Basics

• Prior to the start of each semester, an empty course shell is automatically created for each Bryn Mawr course.

• Instructor and enrollment information is updated automatically. You can also add students to your courses as needed.

• Each person may retrieve his or her own Blackboard login and password from the Blackboard start page (blackboard.brynmawr.edu).

• Extensive documentation on all Blackboard features is available anywhere you see a “Help” tab in Blackboard. Please contact the Help Desk with any questions: help@brynmawr.edu/x7440.

More Blackboard Help

You are encouraged to add your own materials to Blackboard, and to design and maintain your own course.

Information Technologists and Librarians are available to help you design your course, and can provide introductory materials for new users. Training sessions are also held periodically throughout the semester. Please contact the Help Desk for more information: help@brynmawr.edu/x7440.
Scanning Service

Scanning for all Bryn Mawr courses is done in the E-reserves office in Canaday library. Please contact Melissa Kramer/mkramer@brynmawr.edu/x5287 for more information.

Leave readings to be scanned for any Bryn Mawr course in the bin labeled “New Blackboard Scanning” just inside the front door of Canaday. Be sure to include a submission form, provided next to the bin, for each course represented.

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ALL scanning submissions MUST be:

• In photocopy format (no books, journals, pamphlets, newspapers, etc.)
• Accompanied by a properly filled-out submission form
• For Electronic Reserves use only
• Left in the bin or given directly to Melissa Kramer in person
• In accordance with Bryn Mawr’s copyright policy (www.brynmawr.edu/library/reserves.shtml)

Please link directly to any article that is already available electronically, whether freely on the web or via the library’s electronic subscriptions. Search the library catalog, Tripod (tripod.brynmawr.edu) to determine availability, and contact the Reference Desk with any questions: library@brynmawr.edu/x5279.

Any submissions that are found unacceptable will be returned immediately. This may delay the processing of your request.
You have two options for turning in photocopies to be scanned for Blackboard:

1. Turn in all course readings at once
   - Turn in readings a minimum of four working weeks before the first day of classes: indicate your preference on the submission form and readings will either be scanned and added to your Blackboard page in their entirety or returned to you on CD before classes begin.

OR

- Turn in photocopies less than four working weeks before the first day of classes: readings will be scanned/added to your Blackboard page in two-week segments, and will be available as far ahead of their assigned date as possible.

✓ ALL requests MUST be accompanied by a dated syllabus or reading list so that we know how to prioritize your scanning. Please make sure your syllabus indicates which readings will be available on Blackboard.

2. Turn in as few as one reading at a time periodically throughout the semester

Indicate your preference on the submission form, and your readings will be either:

- Added to your Blackboard course page within two weeks of their receipt

OR

- Returned to you on a CD within one week of their receipt. If 3 or fewer documents have been scanned, they may be returned to you via email.

✓ Please keep all turnaround times in mind as you submit scanning requests. We cannot promise to honor any rush requests, as they unfairly delay the progress of others.
Important Reminders

All readings will be uploaded to the "course documents" section of your Blackboard page and will look like this:

**author** → Grant, B. "Teaching Documentary Film" ← **title**

*link to file* → [GranTeaDoF.pdf](GranTeaDoF.pdf) (808627 Bytes)

Your readings will be organized as they are submitted:

- If you turn in readings that are clearly in order and/or organized by date or week, we will replicate that organization.
- If no order or dates are indicated, documents will be displayed in one list, alphabetized by author.
- If you would like to organize your readings more elaborately, please use the Help tab for instructions on how to copy and arrange documents, create folders, etc.

Individual chapter authors, not editors, are listed whenever possible.

- Such bibliographic information should be included on your syllabus/reading list. If it is not, or if we have not received your syllabus/reading list, we will rely on the front page of the chapter/article for author and title information.
- Please see that each submission includes the information necessary for appropriately naming the file.

✓If you requested a CD, you will be notified by email when it is ready for pickup at the Canaday circulation desk. Files will be named using our standard naming convention (i.e. GranTeaDoF.pdf).

Scanned photocopies will only be as readable as the photocopies themselves.

- A minimal amount of black space, text that is copied square to the paper, and clean, clear print is recommended.

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We will contact you if we receive photocopies that are cut off, missing pages, or otherwise unreadable. This may delay the processing of your request.

Our scanners are black-and-white only, no color scanning is available via our office.

- If your documents require color scanning, please use the scanners in the New Media Lab in Guild/help@brynmawr.edu/x7440.
- Images with a lot of fine detail or subtle grayscales do not scan well on our scanners, just as they do not photocopy well. For more help with putting images on Blackboard, contact Visual Resources/x7917.

If you provide a final version of your syllabus, we will add it to Blackboard as a PDF. Please indicate if you do not want your syllabus added to Blackboard.

Photocopies are available for pickup immediately after scanning. Photocopies not retrieved by the end of the semester will be recycled before the next semester begins.

Requesting Scanned Documents from our Archive:

- We have a DVD archive of complete courses from past semesters and can easily re-instate old courses for you.
- Look in Blackboard to see if your previous course is still listed. If it is, you can copy materials from that course into another yourself. See the Help tab for instructions.
- For archive requests, please contact Melissa Kramer/mkramer@brynmawr.edu/x5287 or use the yellow submission form next to the “New Blackboard Scanning” bin just inside the front door of Canaday.
- It is rarely necessary to re-scan documents previously used on Blackboard.