

ELECTRONIC COURSE  
RESERVES AT  
METROPOLITAN STATE  
UNIVERSITY

Experience through the continuum

# The continuum



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# Course Readings: The Challenge



- Content selection
- Student costs
- Lasting value of purchases
- Content presentation—the order of ideas

# The Course Packet

- Multiple publishers, diverse requirements
- Student cost—but lasting value?
- Contrasting access: Internet's limitless sources

# What can the library do to help?

- Getting the word out: how our librarians work with different academic departments as liaisons
  - ▣ Librarian assigned to specific departments.
  - ▣ Works on collection development and assignment development/revision.
  - ▣ Follow up with interested faculty.
  - ▣ Often involved in the setup and design of ERes class.

# Getting the word out



Market relevant library services, like Electronic Reserves, through various channels

- Annual FIELD Day
- Handouts and Welcome letters to faculty
- Visiting department meetings
- Build word-of-mouth

# Managing faculty expectations




This sort of outreach allows the library to explain services and manage expectations.

Different databases at different universities.

Content inside the databases may vary.

Don't wait until the last minute, if at all possible.



Some universities put the burden of getting copyright compliance onto the requesting faculty member. Our library takes on that responsibility, eliminating the biggest barrier to the system's use.

# Why Electronic Reserve?

- ❑ Materials linked in a Course Management System are often only those materials found on the web or in library databases.
- ❑ Scanned materials from books and other printed material cannot be made available except through an Electronic Reserve system.
- ❑ Electronic Reserve is the **ONLY** service that can handle both proprietary and non-proprietary materials.

# Faculty considerations

- How to build the page logically for pedagogical flow:
  - ▣ Folders of readings by date?
  - ▣ Folders of readings by topic?
  - ▣ Folders of readings by author?
  
- ▣ Example of folders by date:  
<http://ereserve.metrostate.edu/eres/default.aspx>

# Transitioning

- After working with faculty on:
  - ▣ logistics of getting everything together
  - ▣ deciding on the page design
  - ▣ consulting on copyright issues – why we do what we do

THEN, the work goes to our Technical Services Department.

# Traditional Course Reserves



- Labor intensive
- Expensive
- Inflexible
- Inconvenient

# Electronic Course Reserves



- Labor intensive initially
- Less expensive over time
- Flexible
- Convenient

# Why Docutek ERES?



- Reliable
- Easy to learn
- Convenient
- Flexible
- Affordable
- Secure

# Reliable



- No unplanned downtime in 4 years

# Easy to learn

- Staff say it is so easy to use that they never make mistakes!!
- Provides positive feedback when you complete an action correctly
- Faculty can easily manage their own course pages, if they want

# Convenient

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- Faculty always have access
- Syllabi can be posted
- Organize documents in folders
- Availability dates
- Quizzes or exams

# Convenient (slide 2)

- Multiple file types supported
- Archive course pages
- Faculty can maintain their own pages ...
- Or library staff can do it for them

# Flexible



- Students can access course materials from anywhere, anytime
- Faculty can make changes anytime from anywhere

# Procedures at Metropolitan State

- Create a Docutek account for new instructor
  - Assign username and password for instructor
- Create course page, e.g. Anth 302
- Assign password for students
- Obtain copyright permissions if needed
- Scan and load documents if needed, or
- Set up links to electronic full-text articles
- Pages built on first-come basis

# Copyright Permissions

- Library staff submit all requests
- Library has dedicated funds to pay copyright fees
- Work with the Copyright Clearance Center
  - [www.copyright.com](http://www.copyright.com)

# Two Sticky Problems



- Source Information Sheets
- Academic Calendar

# But how do the students find out about this service?

- Students become aware of this service through several means:
  - ▣ Mention the readings, and give the course password, in the class syllabus
  - ▣ Library provides step by step handouts that show how to access the readings.
  - ▣ E-Reserves has prominent placement in the student portal

# Ways to look up courses in ERes

- Students can find their course page by pull-down menus for:
  - Course numbers
  - Course names
  - Departments
  - Instructors

<http://ereserve.metrostate.edu/eres/default.aspx>

# The Course E-Reserve

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## Syllabus Advantages:

- ▣ diversity of content
- ▣ flexibility of presentation
- ▣ late additions

## Pedagogical Advantages:

- ▣ accessing the Library
- ▣ links to other sources

# The Course E-Reserve

## Student Advantages:

- ▣ cost already covered in school fees
- ▣ access mode familiar
- ▣ accessible anywhere
- ▣ option to print
- ▣ keep what matters (to you)

# Questions for discussion

- How many have used a service like this one?
- What policies or procedures differ in your experience from ours?
- How could this impact the cost of textbooks for students?
- Are selected readings like this more appropriate for upper division than lower division classes?
- Are there any possible disadvantages to the e-reserve approach?