

From Dacus Library-- Volkmar, Michaela Eileen [volkmarm@winthrop.edu](mailto:volkmarm@winthrop.edu) (08/10/2015)

Colleagues,

Are you going to be placing items on reserve at Dacus Library this semester for your courses? If so, please read this entire email, as there are several important changes regarding course reserves and electronic reserves (eReserves). The biggest change is that all eReserves will now be placed on **Blackboard** (see below for more about this).

- **To place items on reserve:** You can now access the reserve forms through Blackboard (see below for more information). If you'd rather, you can still access these forms from our [website](#). The forms are editable PDFs that you must first save locally before you can fill them in. You can then print the forms and bring them to the library with the materials (must be done if the materials are yours) or you can email the completed forms to [reserves@winthrop.edu](mailto:reserves@winthrop.edu) and we will pull our library's materials to place on reserve for your course.
  - To access the reserve forms in Blackboard, go into the Content Collection tab, then open the Library folder and they will be within the Library Content folder. If you're not sure which forms you need to fill out, click on the comment to view additional information.
- **To make eReserves visible to your students:** After submitting your reserves forms, you will receive an email from the head of circulation, Nancy White, when the content is available to be added to your course. Follow the attached instructions (How to add content from eReserves) to add the eReserves content to your course in Blackboard. If you do not do this, your students will not see any eReserves.
- **To access electronic reserves in Blackboard:** students will log into Blackboard and select the appropriate course to access the eReserve files.
- **To look up course reserves:** you can access the new reserves catalog from the "Reserves and Textbooks" link on the library's homepage or from within the catalog under the "Library Links" menu. You have the option of either searching by course name (ex. Writ 101) or by the reserve item's title. Note: you can no longer search by instructor name. You then click on the course record to view all titles on reserve for the course. To view the call number you must click on each individual title. **Textbook reserves are accessed the same way.**

If you have further questions about reserves, you can contact Head of Circulation, Nancy White, at 803-323-2335.