

# Implementing ECR at the University of Toledo

## **Electronic Reserves: Implementation Issues and Opportunities**

***INNOPAC Users Group***  
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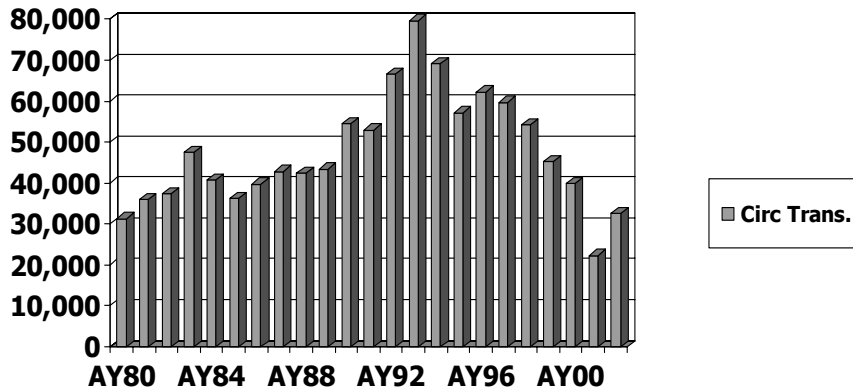
## Background – Why III vs. Eres

- Familiarity with III's ECR module
- Easy to incorporate into III Webpac & books / videos on reserves
- Combining purchase with Millennium Expansion
- No need to purchase & maintain additional server



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## Background – Status of Course Reserves



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## Workflow Proposal – Joint operation between Reserves Department & Automation

- Staffing situation in reserves
- Process two copies of paper documents
- Send one to the reserve file cabinets
- Send other for scanning & linking
- Send that copy to the files
- We end up with two copies, not five



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## Issues and Opportunities

- Record Standards & display in Webpac
- PDF Sizes & Conversion
- Guides for Students and Faculty
- "Selling" the Product



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## Record Standards and Information available to students

- Previously, Students never checked the Webpac
- Now with ECR, students need to find on their own
- Students did not have enough information in the Webpac
- Automation staff did not have enough information to link records (GUICAT)



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## Record Standards and Information available to students

- Bibliographic Records
  - No standards used
  - Ubiquitous “Quiz 2”
  - Items from multiple bib records
- Course Records
  - No standards used
  - Professor’s last name only
  - Inconsistent course designation



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## Record Standards and Information available to students

### *Solutions*

- Implemented Standards for reserve and bib records
  - *(See document in Handouts)*
- Placed the course number & Prof in the title
  - CHEM 2420: Exam #1 / Jorgensen
- Created consistent structures for the records, on a course-by-course basis



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## Record Standards and Information available to students

### *Solutions*

- Getting records to sort as professor wanted:
  - Class Number so the dates do not screw up the sorting.
    - PSC 1710: Class #07 Notes (January 31) / Wilson
  - Reading Number with Brief Description
    - (PSY 1010: Reading Number 12 / Smith)
  - Week number
    - (CHEM 1240: Week 01 Readings / Jorgensen)



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## PDF Sizes & Conversion

- Original Docs were too large – long download times

### *Solutions*

- Found a comfortable setting for PDF Creation
- Encourage conversion from MS Word Docs and MS PowerPoint Presentations.
- EPSON TWAIN SCANNER SETTINGS:
  - Image Type: Copy & Fax
  - Destination: Screen/Web
  - Resolution 200 dpi
  - Target Size: 447.45 KB per page



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## Guides for Students and Faculty

- Students needed to learn how to use Reserves
- Students needed quick online help and guides
- Faculty needed guides for using reserves



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## Guides for Students and Faculty

### *Solutions*

- Generic Handouts for Students
- Course Specific Handouts for Students
  - *(See documents in Handouts)*
- Student FAQ (how to use the System)
  - [http://www.cl.utoledo.edu/services/reserves/ecr\\_student.html](http://www.cl.utoledo.edu/services/reserves/ecr_student.html)
- Faculty FAQ (how to send things to reserves)
  - [http://www.cl.utoledo.edu/services/reserves/ecr\\_faculty.html](http://www.cl.utoledo.edu/services/reserves/ecr_faculty.html)



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## "Selling" the Product

- Publicized the new service through many venues:
  - Campus Newspaper (UT News)
  - Presentation to Faculty-Senate
  - Sent message via campus system to all Faculty.
- Placed information on Library Website
- Still, few students or faculty knew material was available electronically



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## "Selling" the Product

### *Solutions geared towards faculty*

- Meetings to discuss the process & possibilities
- Go to standing Department Meetings
- Meeting with faculty members individually
- Being creative with faculty requests
- Explore new solutions
- Address problems quickly, often at night.



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## “Selling” the Product

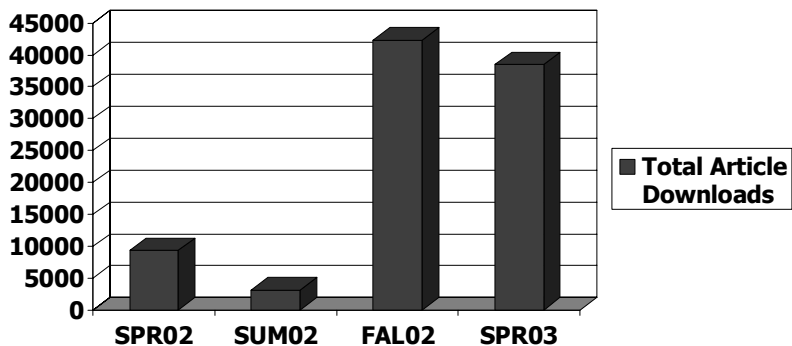
*Solutions geared towards students*

- Generic handouts
- Class specific handouts
- Circ desk training “interventions”
- Address problems quickly, often at night.



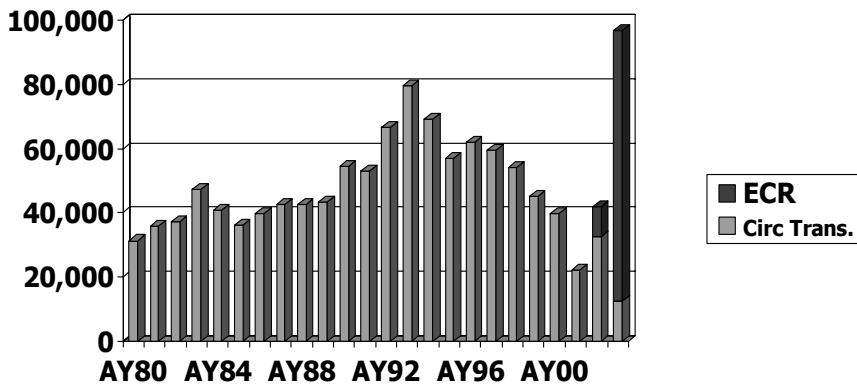
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## First Four Semesters



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## Reversal of Fortune - Course Reserves



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## Questions?

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