

Electronic Reserves Documents:

- Generic Handout for Faculty
- Student FAQ Page (how to use the service)
- Faculty FAQ Page (how to place items on reserves)
- Examples of Record Structure in WebOPAC (2 courses)
- Handouts for Students (customized for specific classes)

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Electronic Reserves at the University of Toledo

The University Libraries are very pleased to announce the arrival of Electronic Reserves via the UTMOST library catalog. With this new service, students can gain access to full-text articles and other documents that are placed on reserve reading by their professors. While students have always been able to search for the material placed on reserve, now they will be able to look at the actual document (in Adobe PDF file format). In some cases, especially with multiple chapters from the same book, or an entire book, we would not be able to place that item on electronic reserves because of copyright concerns.

The articles, tests, class notes, exercises and other documents that are on reserves can be viewed on any computer (PC or Mac), connected to the Internet with any current web-browsers (Microsoft Internet Explorer 4.0 or higher or Netscape 4.0 or higher) & the free Adobe Acrobat Reader.

Web Page Links:

UTMOST Main Search Page (with search window for Reserves)

<http://utmost.cl.utoledo.edu/>

Main Page for Electronic Reserves:

<http://www.cl.utoledo.edu/services/ecr.html>

Faculty FAQ Page:

http://www.cl.utoledo.edu/services/ecr_faculty.html

Student FAQ Page:

http://www.cl.utoledo.edu/services/ecr_student.html

How to place items on Reserves:

http://www.cl.utoledo.edu/services/reserves/reserve_how_to.htm

Reserve Request Form:

http://www.cl.utoledo.edu/services/reserves/Reserves_entry_form.DOC

Questions? Please contact:

Name	Ext.	E-mail Address
Russ Damschroder , Supervisor, Circulation/Reserves Dept.	2443	rdamsch@utnet.utoledo.edu
Lee Simpson , Circulation/Reserves Dept.	2867	lsimpso3@utnet.utoledo.edu
Janet Douglas , Circulation/Reserves Dept.	2894	jdougl2@utnet.utoledo.edu
Corey Seeman , Asst. Dean for Library Systems	2333	cseeman@utnet.utoledo.edu



Electronic Reserves at the University of Toledo

Student FAQ Page

- [Searching for the Readings](#)
 - [The Basics](#) - *Updated January 2003!*
 - [You and Your Adobe Reader Toolbar](#)
 - [Printing your Adobe PDF article](#) - *Updated January 2003!*
 - [File Sizes & Types](#)
 - [Are Paper Copies Still Available at Carlson Library?](#)
 - [Authenticating Yourself with your Student ID](#)
 - [Searching for the Readings](#)
 - [Reporting Problems](#)
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- [Back to Main Electronic Reserves Page](#)

Searching the UTMOST Catalog

To search for your reserve reading, you can go to the main page for the [UTMOST Library catalog](http://utmost.cl.utoledo.edu/search) (<http://utmost.cl.utoledo.edu/search>) or use the form below. From the main page, you have an option of searching by **INSTRUCTOR NAME** OR **COURSE NAME**. When you enter it and find your course, you can retrieve the article by clicking on the title if the phrase "ELECTRONIC COPY AVAILABLE" appears on the right column of the table. To view the article, you will need to enter your name and University ID.

INSTRUCTOR NAME ▾	<input type="text"/>	UTMOST Reserve Search!
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The Basics

The Library now has the ability to offer access to full-text articles and other documents that are placed on reserve reading by professors. **Paper copies will typically still be available at either the Carlson Library Circulation Desk or the LRC (Scott Park) depending on the location of the class.** For more information on what types of materials are available via electronic reserves or strictly in paper form, [click here](#).

The documents placed on reserve can be viewed on any computer (PC or Mac), connected to the Internet with any current web-browsers (Microsoft Internet Explorer 4.0 or higher or Netscape 4.0 or higher) & the free Adobe Acrobat Reader. If you need to download the Acrobat Reader, [follow this link to download the latest version \(5.1\)](#). This service will not work with internal America Online web browser. If you are using AOL, please open up Netscape or Internet Explorer to use this service.

When you are downloading a PDF file from this service, please be patient, especially if you have a modem connection. The Acrobat Reader will not open up until the entire document is downloaded onto your computer. This may be confusing if the status bar says "Done" and the lower frame is blank for a while after entering your name and ID. For this reason, we have tried to make the files small in size.

You and Your Adobe Reader Toolbar

We have chosen to work with Adobe PDF files to ensure an easier time for you once you have them on your desktop. We believe that these files, while large indeed, provide better functionality than other imaging formats for articles and like documents.

When you open the file, a link will appear on the top of the screen that will take you back to the record for the article that you are looking at. If you click on the regular display button, then you will return to the record for the course. If you want to save the PDF file to your hard-drive (or H: drive), click on the disk icon on the Adobe

Reader Toolbar. One thing to remember about the PDF file when you open it, the size of the reader will fit the screen size, so it may come up anywhere from 77% to 158% of the "normal size" of the document. This is important to notice as when the file is expanded to 158% of the original size, the text lacks the clarity that it would have at 100%.

Printing your Adobe PDF article

We have noticed a problem when printing your PDF articles for some, not all, of the documents that have been scanned. While it looks good on the screen, it prints with alternating blank lines on nearly every type of printer (this definitely redefines the notion of reading half of the required readings)! When you get the dialog box within your Adobe Acrobat Reader, choose the option on the top of the screen to "PRINT AS IMAGE". This should fix the problem and print the entire document without blank lines.

Another way to resolve this issue is to install the newest Adobe Acrobat Reader on your computer. The new version of the Acrobat Reader (5.05) has greater success in printing than the version 5.0. To download the latest Acrobat Reader, [follow this link](#).

File Sizes for the PDF Files

We have worked on scanning these articles to balance between having clear, easy to read files, vs. having files that are too large to manage. Some PDF files were scanned at a higher resolution, but are too big to easily download or manage. We are working on rescanning them to reduce the file size and make it easier to work with. Please bear with us as we find the happy medium, but feel free to let us know if some files are just too large. [To report problems of any nature, follow this link](#).

Are Paper Copies Still Available at Carlson Library?

As stated above, two (or more) hard copies of most items placed on reserve will still be available at the Carlson Library Circulation Desk or the LRC (Scott Park) depending on the location of the class. In the past, up to five copies of an individual article would be on reserve, but that has been typically reduced to two copies. Since we are offering the new form of access, and to ensure that hard copy items are returned promptly, we have instituted a new fine structure for reserve items. The new overdue fine for all hourly loans is now 25 cents per hour.

In some instances, especially with faculty notes and previous tests/problem sets, the only copy available will be the electronic copy.

Some items will not be able to be offered via the electronic reserve collection. Most commonly, these items would fall into two categories: entire books or multiple chapters of books. We cannot offer this service for these items and abide by the copyright standards established by libraries and publishers.

Authenticating Yourself with your Student ID

When you select to view an electronic copy of a reserve reading, you will typically be asked to enter your name and student ID (much like you would when you are checking your [circulation record in UTMOST](#)). When you authenticate, the system opens the PDF file. You will notice that you are asked to approve an access charge of \$0.00. This is hard-coded in the software and will be selected by default. You do not need to worry about it.

In some cases, you will not be asked to enter your student ID and name. These are for readings such as government documents that do not require any authentication or proof that you are a University of Toledo student or community member.

Reporting Problems

If you run into any problems using the system, viewing an article, or any other issue related to the implementation of this program, please contact [Corey Seeman, Assistant Dean for Library Systems](#). Send an e-mail with your name, e-mail address, and exact problem that you are facing. If you cannot view a particular article or there are some problems with the scanning work, please provide the course name or number and the article. In some instances, the copy of the article was not ideal to begin with, so we are working to clean those instances up.

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Modified January 23, 2002



Electronic Reserves at the University of Toledo

Faculty FAQ Page

- [Placing Items on Electronic Reserves](#)
 - [Can I place a larger item on Electronic Reserves if it is out of print?](#)
 - [How long does it take to get something on Electronic Reserves?](#)
 - [Can I e-mail you files for documents such as tests, problem sets, and other documents that I have?](#)
 - [Can I place Electronic Journal Center \(OhioLINK\) articles on Electronic Reserves?](#)
 - [What if someone is auditing my class and does not have an Student ID?](#)
 - [Reporting Problems](#)
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- [For information on using Electronic Reserves, see the Student FAQ](#)
 - [Back to Main Electronic Reserves Page](#)

Placing items on Electronic Reserves

Items are currently being placed on reserves in the same fashion as they have been in the past. [For directions on how to place items on reserves, please click here.](#) If items you are placing on reserves abide by the copyright conventions (primarily that they are not an entire book or an excessive number of chapters from a single book), then it will automatically go on Electronic Reserves.

Can I place a larger item on Electronic Reserves if it is out of print?

This question came up during the Faculty-Senate meeting on January 22, 2002. While the copyright issues and rules still prevail and the inclination might be NOT to allow an entire book to be placed on Electronic Reserves, there maybe some opportunities that we can explore. We probably need more time to research this, but if a book is old enough, we might be able to put it up afterall. If you have any questions, you can e-mail [Corey Seeman, Assistant Dean for Library Systems](#), and we will explore the issue.

How long does it take to get something on Electronic Reserves?

Right now, it takes appromately 7-10 days to complete the work required to place any item on Reserves. We process requests in the order in which they are received, so it may take less time, or it may take more (especially at the begining of the semester). With Electronic Reserves, the scanning and linking are done AFTER the paper copies are processed. This is done to ensure that students have access to atleast a paper copy at the earliest time possible.

Please encourage students to check the course record through UTMOST to see if the "ELECTRONIC COPY AVAILABLE" link shows for that particular reading. We are trying to complete the scanning and linking of the articles within a short time-frame, but it may not be possible during the begining of the semester to have everything up and accessible via the Internet by the 7-10 days.

If there are any readings that are required early in the semester, you may e-mail either Corey Seeman or the generic e-mail for Reserves (reserve@utnet.utoledo.edu) to expidite the process. We will do our best to accomidate your class's needs.

Can I e-mail you files for documents such as tests, problem sets, and other documents that I have?

Yes!

If you have any MS Word documents, PowerPoint Presentation, PDF documents, or other types of documents that you have created and would like to get them on Reserve, please e-mail them to: reserve@utnet.utoledo.edu or to corey.seeman@utoledo.edu. In the e-mail, please include the course number in the subject line and provide any information that maybe useful in the text of the message. When we get the form above, we will attach it to the course list.

Many faculty members have started to send us Power Point presentations to be posted to their electronic reserves. For these, we have created PDF files from the handouts with either two or three slides per page. Please feel free to contact us if you have any questions.

Can I place Electronic Journal Center (OhioLINK) articles on Electronic Reserves?

Yes!

These are very easy to do for us. You do not need to print out the hard copy of the article (unless you would be more comfortable with that). Instead, you can pull up the article through OhioLINK and copy the URL of the abstract/description page and send it to "reserve@utnet.utoledo.edu" along with the class information listed above. Please do not send the URL of the PDF file as that changes on a nearly daily basis.

For example, if you wanted to place the following article on reserves from the journal *Nine*: Life in Minor League Baseball As a Chicago Cub Recruit--Half a Century Ago. You can use the link:

http://journals.ohiolink.edu/cgi-bin/sciserv.pl?collection=journals&journal=15341844&issue=v10i0001&article=193_limlbaccraca.

The easiest way to get the URL is to cut and paste it from the Address Bar into an e-mail.

What if someone is auditing my class and does not have an Student ID?

When your students attempt to view an electronic copy of a reserve reading, they will typically be asked to enter their name and student ID. If you have a student that is auditing the class on the side and possibly is not registered for any classes, they would not be a valid patron in the system, and in turn, not be able to view the articles. You might suggest that they obtain a courtesy card from the library for a small fee. This can be obtained from the Circulation Department.

Reporting Problems

If you have questions about Reserves, please feel free to contact [Janet Douglas \(Reserves Department - 530-2894\)](#); [Lee Simpson \(Reserves Department - 530-2867\)](#); or [Russ Damschroder \(Reserves Department - 530-2443\)](#).

If you run into any problems using the electronic version of the system, viewing an article, or any other issue related to the implementation of this program, please contact [Corey Seeman, Assistant Dean for Library Systems](#). Send an e-mail with your name, e-mail address, and exact problem that you are facing. If you cannot view a particular article or there are some problems with the scanning work, please provide the course name or number and the article. In some instances, the copy of the article was not ideal to begin with, so we are working to clean those instances up.

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Modified January 22, 2002



UTMOST Library Catalog

[University Libraries \(Carlson\)](#) | [Scott Park](#) | [Law Library](#) | [OhioLink](#) | [UT Home](#) | [UTMOST Help](#)

Resources: [UTMOST Library Catalog](#) | [OhioLINK Central Catalog](#) | [OhioLINK E-Journals](#) | [OhioLINK Research Databases](#)

[RETURN TO BROWSE](#) [ANOTHER SEARCH](#) [NEW SEARCH](#)

PROF/TA

Record 2 of 2

Prof/ta [Wilson, Jeremy](#)
Course [CRIM 1010](#)
[Ciminal Justice 1010](#)
Cour note Some of these items are Electronic Reserves only.

MATERIALS FOR THIS COURSE

View image of: Reducing firearms violence through directed police patrol	*Click on Title for ELECTRONIC COPY*
View image of: Community policing in America: Changing the nature, structure, and function of t	*Click on Title for ELECTRONIC COPY*
View image of: The evolving strategy of policing / Kelling	*Click on Title for ELECTRONIC COPY*
View image of: Theoretical developments in criminology	*Click on Title for ELECTRONIC COPY*
View image of: Community policing: How to get started / Trojanowicz.	*Click on Title for ELECTRONIC COPY*

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Resources: [UTMOST Library Catalog](#) | [OhioLINK Central Catalog](#) | [OhioLINK E-Journals](#) | [OhioLINK Research Databases](#)

ANOTHER
SEARCH

NEW
SEARCH

PROF/TA ▾

Prof/ta Hudson, Richard
Course CHEM 2410
 Chemistry 2410

MATERIALS FOR THIS COURSE

View image of: CHEM 2410: Chapter 01 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
View image of: CHEM 2410: Chapter 02 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
View image of: CHEM 2410: Chapter 03 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
View image of: CHEM 2410: Chapter 04 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
View image of: CHEM 2410: Chapter 05 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
View image of: CHEM 2410: Chapter 06 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
View image of: CHEM 2410: Chapter 07 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
View image of: CHEM 2410: Chapter 08 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
View image of: CHEM 2410: Chapter 09 & 10 Solutions to Problems (Fall 2002) / Hudson	*Click on Title for ELECTRONIC COPY*
CHEM 2410: Notes on Questions for Exam 01 (Fall 2002) / Huds	CARLSON Reserve Room -- CHEM 2410 -- AVAILABLE *Click on Title for ELECTRONIC COPY*
CHEM 2410: Notes on Questions for Exam 01 (Fall 2002) / Huds	CARLSON Reserve Room -- CHEM 2410 c.2 -- AVAILABLE *Click on Title for ELECTRONIC COPY*
CHEM 2410: Solutions to Problems (all) (Fall 2002) / Hudson	CARLSON Reserve Room -- CHEM 2410 -- AVAILABLE
CHEM 2410: Solutions to Problems (all) (Fall 2002) / Hudson	CARLSON Reserve Room -- CHEM 2410 c.2 -- AVAILABLE

ANOTHER
SEARCH

NEW
SEARCH

[University Libraries \(Carlson\)](#) | [Scott Park](#) | [Law Library](#) | [Ohiolink](#) | [UT Home](#) | [Help](#) | Revised: November 2002



Electronic Reserves for HIST 1030 University Libraries

With Electronic Reserves, you can now view and print full text articles and course notes through the UTMOST library catalog (so you will not always need to go to Carlson Library to get your class readings). You can view the articles from any PC or Mac connected to the Internet. You will need to install the free Adobe Acrobat Reader to view the PDF file format documents on your PC or Mac (follow the link from the Student Electronic Reserves FAQ page or the URL below). We can't scan everything electronically, so you will need to check on your course to see if anything is available online.

It's very easy to see if your course has any readings available via the web:

1. Go to any of the web pages below and search for your course by either professor name or course name
2. If any of the titles have the term "ELECTRONIC COPY AVAILABLE" or *CLICK ON TITLE FOR ELECTRONIC COPY*, then click on the title.
3. Enter your **NAME** and **UNIVERSITY ID** when prompted
4. Your Adobe Acrobat Reader will open with your document. You can save it or print it as you see fit.

Web Page Links:

To search for your class, you can go to:

<http://utmost.cl.utoledo.edu/search/p?nussel+jill>

UTMOST Main Search Page → <http://utmost.cl.utoledo.edu/>

Main Page for Electronic Reserves: → <http://www.cl.utoledo.edu/services/ecr.html>

Student FAQ Page: → http://www.cl.utoledo.edu/services/ecr_student.html

Free Acrobat Reader: → <http://www.adobe.com/products/acrobat/readstep2.html>

If you have ANY problems with Electronic Reserves, please send the details (including name of the article, course, Internet browser and computer operating system) via e-mail to corey.seeman@utoledo.edu.