

ELECTRONIC RESERVE

A Manual and Guide
for Library Staff Members

Lori Driscoll

Electronic Reserve A Manual And Guide For Library Staff Members

Brice Austin



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Electronic Reserve Lori Driscoll, 2012-12-06 Build and maintain an effective electronic reserve system **Electronic Reserve A Manual and Guide for Library Staff Members** is the comprehensive professional resource you need to create commonsense policies and procedures that ensure effective electronic reserve service in your academic library This hands on how to guide walks you through the start up process for implementing an electronic reserve system presenting general guidelines and practices for designing and staffing your library The book also examines fair use of copyrighted materials explaining complex legal issues in language that you and your staff can easily understand and apply **Electronic Reserve A Manual and Guide for Library Staff Members** examines the critical issues of everyday e resource management including planning staffing training publicity assessment and evaluation workflow choosing the right software and hardware defining faculty control over materials faculty copyright compliance and implementing changes based on data analysis This unique mix of practical details and specific examples also includes samples of the type of documentation you ll need to start and maintain successful e resource management including letters forms checklists and flowcharts and provides tables and figures for copyright and fair use an extensive glossary and bibliographical references **Electronic Reserve A Manual and Guide for Library Staff Members** has the answers to the frequently asked questions you ll get from students such as How do I access the materials I need Are all readings available electronically What kind of hardware and software do I need Why do I need a password to view some reserve items and from faculty including How do I submit my materials Am I responsible for obtaining copyright permission What is public domain Can I use an article I wrote for publication Would anyone actually sue me for copyright infringement **Electronic Reserve A Manual and Guide for Library Staff Members** is the resource you need to provide maximum service to library staff members who work with electronic reserves faculty who submit materials and students who use those materials

Marketing and Managing Electronic Reserves Trevor A. Dawes, 2013-05-13 Get practical solutions to the problems faced when implementing an electronic reserve service Academic libraries that provide electronic reserve services offer convenient access to information to their students and faculty while gaining numerous other advantages such as reducing both loss and staff workload *Marketing and Managing Electronic Reserves* presents leading authorities with practical solutions to the challenges in effectively integrating electronic reserves services and marketing them to users This book provides positive approaches that any academic library considering the implementation of an electronic reserve operation can use All factors are considered including size of institution the relationship between the library and academic departments and the budget and plan for marketing the service More and more colleges and universities are implementing distance education programs highlighting the increasing need for remote access to information in the library including reserve material But executing monumental change is always difficult *Marketing and Managing Electronic Reserves* tackles the difficult issues discussing various libraries journeys in bringing about the changes needed to

remain the central information source for students and faculty Problems inherent in the evolution from traditional reserve services to electronic reserves are examined offering effective strategies for smooth transition Whatever type of system you are considering from homegrown to commercial to hybrid electronic reserves service this book can help Marketing and Managing Electronic Reserves explains how others tackled challenges such as implementing Endeavor s Voyager Integrated Library System and the software used for authenticating users handling copyright compliance integration of electronic reserves into course management systems moving from a paper based to a Web based course reserve system offering and marketing one stop teaching support to faculty a large institution s shift to a collaborative approach with electronic reserves and course management software establishing a suite of electronic utilities that fulfills teaching and essential learning activities implementing the Blackboard Content System marketing for a smooth transition from traditional to electronic reserves marketing to the faculty process improvement technique applied to electronic reserves integration of electronic reserve with a Library Management System and Course Management System trends for the future Marketing and Managing Electronic Reserves is crucial reading for access services librarians circulation and reserve librarians public service librarians library school faculty who teach public services courses integrated library systems managers and university course management software specialists

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