

ELECTRONIC RESERVE

A Manual and Guide
for Library Staff Members

Lori Driscoll

Electronic Reserve A Manual And Guide For Library Staff Members

Larry Cooperman



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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

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