



LINKING TO MOODLE

You can link your E-Reserve page to Moodle using the URL that Library staff provide you when we create your page.

Access Moodle, and follow the instructions below:

- ❖ Select 'Turn Editing On' in the top right-hand corner of your Moodle page
- ❖ Select the edit icon (pen and paper) beside the E-Reserve placeholder link
- ❖ In the 'Link to a File or Website' box, enter your personal E-Reserve link within the location field
- ❖ Select 'Save and Return to Site'

Students will now be able to access the E-Reserve page for their unit by following this link.

Guidelines

- ❖ Supply the Library with your reading list at least one week before access is required
- ❖ Ensure citations (references) are accurate so that staff are easily able to locate items
- ❖ If including URLs in your request, please provide the title of the web page
- ❖ If providing photocopies of the readings, please ensure they are clean copies
- ❖ If the Library does not have a copy of an item (and you cannot provide a copy), please authorise us to debit your Library Document Delivery account

E-Reserve Contact Details:

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University of Canberra Library
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E-Reserve

A GUIDE FOR TEACHING STAFF



WHAT IS E-RESERVE?

E-Reserve is a Library service that facilitates flexible access to reading materials for your unit.

E-Reserve provides convenors with a convenient way of making reading material available electronically.

Library staff process requests, create E-Reserve pages and add required reading material to the page.

We will scan printed items (book chapters and journal articles), link to online sources and ensure copyright compliance.

WHAT CAN I ADD TO E-RESERVE?

Your E-Reserve page can include links to:

- ❖ Journal articles
- ❖ Book chapters
- ❖ External websites that contain relevant information

Please note : We do not reproduce printed and bound Reading Bricks (Readers)

REQUESTING AN E-RESERVE PAGE

Please email e-reserve@canberra.edu.au and provide the following:

- ❖ Details of your unit (including name, unit number, semester).
- ❖ An electronic list of your citations/references (A legal requirement that allows us to meet the University's copyright obligations)
- ❖ A clear indication of how you would like your readings organised on your E-Reserve page. We can organise readings alphabetically by author or in folders (by week, topic or assignment)

Library staff will then:

- ❖ Create a page specifically for your unit
- ❖ Provide you with a unique URL which can be added to your unit's Moodle page

Please note: Wherever possible, Library staff will link to an article online rather than linking to a PDF copy. This is to ensure copyright compliance and maximise the use of the University's online subscriptions.

COPYRIGHT LAWS

E-Reserve is bound to comply with Digital Copyright Laws. We are licensed to copy no more than:

- ❖ 10% or one chapter of a published monograph (whichever is greater)
- ❖ One article from any particular issue of a journal

PROCESSING TIMES

Generally, your readings will be available on E-Reserve within a week of being received by the Library.

Factors which will affect turnaround time include:

- ❖ Receipt of material after the beginning of semester
- ❖ Difficulty in sourcing materials
- ❖ Infringement of copyright laws

We will keep you informed of our progress and advise you when the page is ready.