



INFORMATION AND LIBRARY SERVICES

Electronic Reserves in WebTycho

[Harvard Business Review Restrictions](#)

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HBR articles for class assignments.

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What are electronic reserves?

Electronic reserve materials are required course readings made available to students through WebTycho.

These materials include journal articles, book chapters, lecture notes, primary texts, images and links to web-based resources, including Internet sites and online databases. They are available to be viewed, downloaded and printed under the "Reserved Readings" heading of the WebTycho classroom. Only students enrolled in the course will be able to access the electronic reserved readings.

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How do I place items on reserve?

Please submit your requests at least four weeks before the beginning of the semester to allow for copyright clearance. It usually takes between two to four weeks to complete the copyright permissions process.

1. Prepare a list of required readings with complete citations (preferably in APA format).

Books: In general, Ereserves can only post up to 20% of a book in the Reserved Readings area of the WebTycho classroom due to copyright restrictions. Note: Publishers may only allow less than 20%: *Pearson* only allows 12% and *Allen & Bacon* only allows 15% of a book to be used as Reserved Readings.

Articles: Correct information on the author, article title, title of the publication, year of publication, and pages must be included.

2. Submit your requests via the [Reserved Readings Request Form](#).

To expedite the process of your requests, please provide complete and correct information in full and indicate the following:

- If you hold copyright for the materials you have requested, or if you have already secured copyright permission.
- If you are aware that an item is available in full text online or in a Library Database (if so please provide the URL, PURL, or name of the database).
- You may provide a print copy to be scanned. If so, please make sure that items to be scanned are in the best possible condition. For photocopies, please bring a clean, HIGH QUALITY copy of the article for scanning.
- Items can also be submitted in HTML, PDF (Adobe Portable Document Format), ASCII, or a word-processed format.

Ereserves will then:

- Receive your dated requests and process them in turn.
- Check to see if the library owns the requested materials and whether copyright permissions are required. If permissions clearance is not required, the materials can be posted to your WebTycho class within 1 week.
- Request materials through [DocumentExpress](#) if they are not owned by the University System of Maryland and affiliated institutions library consortium. Please allow at least two weeks for borrowed materials to be received and processed for posting in your classroom.

- Notify you by email if the request for copyright permissions is denied by the publisher/copyright owner and we cannot post the readings, or if we remove the readings from your class in order to comply with copyright laws if they have already been posted.
3. **Ereserves will notify you via email that your requests have been posted.** Please immediately check the readings in the Reserved Readings area of your classroom to ensure that the readings are present and match what you requested.
 4. **If your class is canceled, please inform Ereserves right away** at ereserves@umuc.edu so that copyright requests can be canceled.

If you have any questions about the process of your Ereserves requests, please call (301)985-7209 or e-mail ereserves@umuc.edu.

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What types of materials can I place on reserve?

Faculty can place various types of materials on electronic reserve, including journal articles, book chapters, lecture notes, and other course-specific materials if they are required reading for students in the course. These materials may include journal articles, book chapters, lecture notes, primary texts, images and links to web-based resources, including Internet sites and online databases. They will be displayed as PDF files, direct links through Library Databases, or instructions will explain how to access the article in the Library Databases.

A growing number of journal articles are available in the Library Databases. If you request one of these articles, we will post instructions that will guide your students through the search process allowing them to access the article in full text. If you are aware that an item is available full text in a Library Database, please include this information when you fill out the [Reserved Readings Request form](#). We will attempt to make reserved readings available as requested. Entire books, items for which royalty payments are deemed to be cost prohibitive, and materials for which permission have been denied by the copyright holder will not be posted in Ereserves and we can help you to make alternate selections.

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Can I place audio and video on reserve?

Ereserves can accept requests from UMUC faculty members to have audio and video placed in the Reserved Readings areas of their classrooms. Ereserves' capacity to handle media requests is fairly limited, so requests are handled on a case-by-case basis. For audio or video we clear copyright with the publisher/copyright owner prior to the materials being posted in the classroom, which involves a negotiation with the publisher and the signing of a contract for each item. The fees charged by the publisher can be cost prohibitive and are considered on a case-by-case basis. For video, the files are normally supplied by the publisher since commercial DVD's are copyright protected, and Ereserves then works with the [Center for Support of Instruction](#) to have the video presented in [RealMedia](#) streaming format. The entire process normally takes a minimum of 4-6 weeks, so requests must be made far in advance.

For further information regarding media request, please contact Ereserves at ereserves@umuc.edu or (301)985-7209.

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What happens if the library doesn't own the material I want to put on reserve?

If the library does not own or is unable to locate the requested materials in the University System of Maryland, we will request the materials through [DocumentExpress](#). Please note that it can take at least two weeks to receive and process DocumentExpress materials.

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What about copyright issues?

When possible, Information and Library Services will obtain copyright clearance for items that are protected by copyright. If copyright clearance cannot be obtained, and the item is being used for the first time, the item may be used under the fair use statute of the copyright law.

However, an item used under the fair use statute may only be used for one semester and not in subsequent semesters. If you wish to claim fair use and use the item for one semester only, indicate so on the Web-based request form when you request the item. If we point to the materials in the Library Databases, copyright clearance is not required. Information and Library Services will provide either a direct link to the materials or instructions for accessing the materials in the databases.

Items that may not need copyright permission include:

- a. Items in the public domain (generally, those published before 1923 or published before 1976 without a copyright notice)
- b. Items for which the faculty member holds the copyright

Items for which permission is denied by the rights holder may not be placed on electronic reserve.

Please note that the electronic reserves stored in the Reserved Readings on WebTycho are protected under the Section 107 of the Copyright Act of 1976, The Fair Use Statute. The electronic reserves have been made available solely for use in the class and the materials may not be further distributed to any person outside the class, whether by copying or by transmission in electronic or paper form.

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Are there any restrictions?

Please submit your requests at least four weeks before you intend to use the readings in your class. This provides us with enough time to process your materials and investigate any copyright issues. Please note that there is a limit of 20 Ereserves items per class section. If you require more than 20 items, please contact the Ereserves librarian at 301-985-7209 or e-mail ereserves@umuc.edu

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How do I import reserved readings in WebTycho?

This function allows staff to import readings from one course to another course in WebTycho. Please note that not all classes can import to another; Asian, European, and stateside classes cannot import to each other.

Do not import Harvard Business cases to your class, because the license needs to be renewed per semester.

1. In your WebTycho class, click on **Faculty Center** on the left menu bar.
2. Scroll down to Class Import and click on **Manage**. Enter following information about the class to be imported from:
Semester ID (Ex: 0406)
Course ID (Ex: AMBA601C)
Section ID (Ex: 2301)
3. Click on **Submit**.
4. Click on **Import Options**.
5. Under Reserved Readings, click all the readings to be imported.
6. Scroll down and click on **Submit**. **To avoid duplicate readings, please only click this ONCE**. The Import Results dialog box will appear. The box lists all the readings that were imported.
7. Click on the **Close Window** button to close the box and refresh your browser.
8. Click on **Reserved Readings** on the left to view the imported readings. Check to make sure all the files open and/or that all the links work.

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I'm unable to log in to the Reserved Readings Request form with my last name and EMPLID or barcode number, what should I do?

You are not in our records. This may be because:

- We are not able to find you in our records based on the information you just entered. Please try again.
- You are a UMUC faculty member, but you are not currently teaching.
- Our records may not be up-to-date yet. They are updated each night. Please try again tomorrow.
- You have changed your last name and the change is not in our records. You can update your faculty record by going to the [MyUMUC Portal](#). Please note that you will have to wait until the overnight update takes place before you can re-submit a request for a Reserved Reading.

If you are still not authorized to proceed, and you think you are eligible, please contact the Ereserves Team at 301-985-7209 or 1-800-888-UMUC(8682), extension 7209 or via e-mail at ereserves@umuc.edu.

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How do I get the Acrobat Reader to view PDF files?

The Adobe Acrobat Reader must be installed on your computer in order to view or print PDF documents. See the *Setting up Acrobat Reader* section of the [Adobe Acrobat Help](#) page to determine if you already have

Acrobat Reader set up on your computer and for instructions for downloading and installing Acrobat Reader.

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What if I have problems viewing or printing PDF files?

The library's [Adobe Acrobat Help](#) page includes instructions for viewing, saving and printing PDF files, plus information about troubleshooting common viewing and printing problems.

Adobe's [Reader Support](#) page has additional troubleshooting information.

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I'm taking a faculty training class and would like to see how the Ereserves process works. Can I make a request for Ereserves?

Only if it is required as part of an assignment for the class. Please confirm with the instructor that posting is required. If so, we will post a dummy PDF file into the Reserved Readings area of your classroom. Please indicate when you make the request that it is for a faculty training class.

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