ERes Information for Faculty

1. What are electronic reserves and what is ERes?

Electronic reserves are reserve materials that are "digitized" so that they are accessible on the Web. The El Camino College Library's Electronic Reserves System or ERes provides easy, round-the-clock, Web-based access to selected course materials that you place on reserve. ERes is based on software developed by Docutek Information Systems and customized for El Camino College. Generally, ERes offers, in accordance with copyright law and the principles of fair use, materials in support of classroom teaching such as the following:

- Articles from magazines and journals
- Class notes
- Copies of past tests
- Course syllabi
- Homework solution sets
- Curriculum-related films/videos.
  (At the present time, only films/videos from the Library's subscription database, *Films on Demand*, may be made available in ERes.)

These electronic reserve materials are not meant to replace traditional reserves, such as complete books or audio/video media materials that are available to students for restricted loan periods at the ECC Schauerman (Main) Library and the Music Library. Electronic reserves are offered as a convenient extension to traditional course reserves. Many students may access the same materials at one time, and the electronic materials will not be damaged, lost, or stolen, unlike traditional print reserves.

2. What reserve materials may be placed on electronic reserve?

ERes supports most electronic formats, and here are some examples of the types of materials that potentially may be included:

- Documents you've created using **Microsoft Word**, **Excel**, **PowerPoint**, **Adobe Acrobat**, other software, and HTML
- Scanned pages from books and periodical articles
- Links to articles from ECC subscription databases such as *EBSCOhost Academic Search Premier, Health Source*: *Nursing/Academic*, *Literature Resource Center* and *JSTOR Arts and Sciences*
- Links to Web pages

3. What are the software requirements for viewing electronic reserve materials?

You should keep in mind when considering what documents to place on electronic reserve that the students viewing the documents on their home computers may not have the same software on their computers that you do.
For example, when you place an **Excel 2010** document on reserve, students will need the **Excel** application or **Excel Viewer** to view it. In such cases, for ERes document viewing, some external format viewers and plug-ins are needed. For more information

and free Web access to some of the most popular viewer software, click on this link: http://www.docutek.com/support/viewers.html. The Library recommends that you use standard software that is easy for students to obtain.

4. What about copyright?

According to current U.S. copyright regulations, there is no legal requirement for formal copyright registration, symbols, or notices in order to secure copyright protection. Most works, whether it is a book, article, music, photograph, or a web page have automatic copyright protection at the moment of creation.

As with traditional reserve materials, you must comply with U.S. copyright regulations and "fair use" guidelines. The following are ECC Library's copyright rules on electronic reserves:

- Material for educational use may be added to the ERes system if it meets one of these criteria.
  - It is in the public domain (i.e. not copyrighted)
  - It was created by you, the instructor
  - It is an article, a film/video, or other material from a Library subscription database (*EBSCOHost Academic Search Premier*, *Films on Demand*, etc.)
  - Your use of the material falls under "fair use" guidelines.
    Under "fair use" guidelines, the material cannot exceed these limits.
    — One chapter from a given book
    — One article from an issue of a journal, magazine, or newspaper
    — One short story, essay or short poem from a single author
    — A chart, graph, diagram, cartoon or picture from a book or journal/magazine/newspaper issue
    — A <u>link</u> to another website's home page is usually permitted, unless the website indicates a no-linking policy.
  - Your use of material falls under a Creative Commons license that allows for works' non-commercial use as long as attribution/credit to the creator is provided. This may be particularly relevant to items copied from Internet sources.
- If the material does not meet the criteria noted above, it may still be added if the faculty member obtains written permission from the copyright holder. Faculty are responsible for ensuring the copyright compliance of materials they submit for ERes.
- Access to course reserve material is password-protected and limited to students enrolled in the course.
- At the end of each academic term, all ERes courses will be archived. Copyrighted material cannot be used again in an immediately subsequent semester/session unless it is available in Library databases or permission has been obtained by an instructor which allows use of the material for more than one semester.
- ERes users assume liability for any infringements of copyright law in their use of the system.

For more information about copyright regulations and the ECC Library's "fair use" guidelines, click on the link "ECC Library's Copyright Guidelines for ERes" on the ERes Homepage at http://eres.elcamino.edu.

Please keep in mind that if, for example, you would like to continuously use a copyrighted journal article for a course or courses, you are encouraged to search for that article or a similar article in our subscription databases. ECC librarians can help you in your search. The Library's paid subscriptions to the databases allow users with valid ECC I.D. and library privileges to have on-going access to database materials, even if they are copyrighted. The librarian(s) on duty at the Reference Desk on the Main Level, East Wing of the Schauerman Library can provide help in the database search process.

5. Can I use ERes for distance education classes?

ERes is particularly beneficial for distance learners since they, by definition, do not come to campus for their class (es) and without the electronic reserve system option, would be forced to come to the ECC Library for access to reserve materials.

6. What is the relationship between ERes and course management systems such as Etudes and Compass?

ERes offers some courseware features, but it is not designed to be a course management system. It can be used effectively in conjunction with course management systems and faculty Web pages. For example, you can maintain copyright compliance by using ERes along with a course management system, or your personal Web page. Rather than post electronic copies of copyright-protected material where they are available to the world at large, the Library recommends that you place them on ERes and provide a hyperlink from your course management system page or personal Web page to your ERes course page. Your students will have the ERes course password so that they can view these documents. You may also give the ERes staff the URL for your course management system page or personal Web page, and a link will be provided to your students on your ERes course information page to the course management system or personal Web page.

7. How do students access the materials?

For access, students should follow these steps:

1. Go to the ERes homepage at http://eres.elcamino.edu, using the preferred Mozilla Firefox or Google Chrome web browser. (Do not use Internet Explorer 10 or 11, since there have been some issues.)
2. Click on "View Course Materials on Electronic Reserve" link.
3. The user is presented with the ERes Index screen.
    a. The first tab on the screen, labeled "Search for Course Pages" is the default. Click on the pull-down menu associated with "Any Search Field"

next to the search box. You may select the Course Number, Course Name, Section Number, Department, or Instructor's name as the search field. If you then leave the search box empty and click on the "Search" button, you will be presented with a list of all Course Pages based on the search field you chose. If you want to limit your search, you can enter in the search box words or letters contained in words that should be included in the search, and then click on the "Search" button.

    b. The second tab, "Course Pages by Department," allows you to browse lists of Course Pages by Department.

    c. The third tab, "Course Pages by Instructor," allows you to browse lists of Course Pages by Instructor.

4. Once you have located the Course Page you wish to view, just click on its course number.

5. The user is presented with a copyright statement to accept or decline and is prompted to enter the course password. If the user accepts and enters the password correctly, the Course Page will automatically appear. If the user does not agree to the statement or does not enter the password required, he/she will not be allowed to view the Course Page.
In order for your students to use materials you have placed on electronic reserve, YOU must give them the password. The Library CANNOT provide students directly with course passwords.

8. How do I get started?

Initially, you need to make an appointment with the Library's Electronic Reserves Manager, Moon Ichinaga, to obtain detailed information on working with ERes. Please call her at 310-660-3593, extension 6482, or e-mail her at michinaga@elcamino.edu for an appointment.

9. How long does it take to process an electronic reserve request?

Please plan ahead and submit reserve requests at **least 10 work days before a semester** begins. During the first few weeks of the semester, processing may be delayed because of the work load involved. Generally, **during the semester, reserve requests should be received at least 5 work days** in advance of student needs.

10. Are the forms that are required for ERes material submission available online?

Yes, follow these steps to access the forms:
    A. Go to the ERes Homepage at http://eres.elcamino.edu
    B. Click on the "View Course Materials on Electronic Reserve" link.
    C. You will see the ERes Index screen.
    D. Click on the tab, "Course Pages by Instructor".

E. In the "Please select instructor" box, click on the downward pointing arrow and select "Carla Cain". (Carla Cain is the Library's Reserve Technician.) Click on the "Search" button.

F. You will be presented with a screen displaying a course entitled "ERes Forms/Guides for Faculty" with "Carla Cain" as the instructor. Click on the course number.

G. On the next copyright rules screen, click "Accept." No course password is necessary.

H. You will be presented with a listing of four Word documents. You should read the first document entitled "Important Tips for Faculty in Submitting Material for the Electronic Reserve System." To view this document, just click on the title.

I. The other three documents are materials submission forms—which forms you will need to complete depends on the type of reserve materials you are submitting. You may print out the forms that are appropriate and submit them completed, with the associated hardcopy reserve material, to Carla Cain, ERes Technician in the Library. Or you may save the forms as Word documents on your computer, complete them using Word, and e-mail them to eres@elcamino.edu. Of course, in this latter situation, if there is associated hardcopy reserve material involved, you must also arrange to get it to Carla Cain.

10. Who can I contact if I have problems or questions?

For technical problems, check the "Quick Help Tips" document on the ERes homepage first. If you still have issues, call the Librarian on duty at the Reference Desk at 310-660-6483.

For questions regarding your ERes requests or other routine operational matters, call Carla Cain at 310-660-3593, extension 3882, in the Library.

Regarding policies and management issues, you may call the ERes Manager, Moon Ichinaga at 310-660-3593, extension 6482.

For any problems or questions, you may also email us at eres@elcamino.edu.

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