Blackboard eReserves- For Instructors

Contact Cate Karain to begin process of adding eReserves
Access Services Technician- Academic Reserves
Phone: 734.477.8709
Email: ckarain@wccnet.edu

Provide your Blackboard Course ID and print or electronic version of reserve materials.

To view your Blackboard Course ID go to Edit Course List or contact the Blackboard Help Desk at 734.477.8724.

You will receive an email when eReserve content is available.

eReserves are materials not found in the library or accessible through WCC or the library's electronic resources. eReserve materials are usually instructor owned materials that are supplemental to the course.

COPYRIGHT INFORMATION:

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Can be put on Reserve?</th>
<th>Time limit</th>
<th>Percentage of material limit</th>
<th>What governs the restrictions?</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicates of copyrighted printed material, whether photocopies or digital files.</td>
<td>Yes, with restrictions. Same restrictions apply to regular reserves and Electronic reserves.</td>
<td>One Semester, unless permission is obtained from the copyright holder to keep it on reserve longer OR the material is in the public domain</td>
<td>Brief excerpts from longer works, journal article, unless permission is obtained from the copyright holder for more material OR the material is in the public domain.</td>
<td>Sources: Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code Circular 92 Sec 106 and 107; TEACH Act;</td>
<td>Permitted: A photocopy of an article for a journal, a couple of chapters from a book, etc. as long as it is not the &quot;heart of the work.&quot; Specific length determinations will be made on a case-by-case basis. Duplications may not be made of an entire journal issue, or the majority of a book, etc unless the copyright holder gives permission or the work has passed into the public domain.</td>
</tr>
</tbody>
</table>

Source: Library Reserve Policy Chart http://www4.wccnet.edu/copyright/librarycopyright/
Add the eReserve items to your course:

Choose a Course Content area to add eReserve items.

For example: Add content to Assignment Area

Select **Build Content** and select **Item**.

Enter a **Name** and **Description** then select **Browse Content Collection**
In the upper right hand corner select **Browse** and then select **Library Content**.

Select the **eReserves** folder.
From the list of classes, select your Course ID.

Select the files from in the course eReserve folder to add. Select **Submit**.
The file will now show up in the created item. Select any other options you require for the item—such as time available. Select **Submit** to create item.

Items will look like this:

```
Creating eReserves

Attached Files: Patron text sign up instructions.pdf (552.693 KB)

Description
```

For additional Blackboard help please contact the Blackboard Helpdesk 734.477.8724.