

# **Placing Items on Electronic Reserve: A Guide for Faculty Members**

**Electronic Reserves** are accessed via our online course software, Moodle. The address for Moodle is <http://moodle.augustana.edu>.

## **Points to consider:**

1. Even though you can load material on your own, copyright restrictions still apply. ***Think of this as an electronic course pack, with rules and restrictions that could get us into trouble if not followed.*** If you are scanning and loading material on your own, you will still need to follow copyright regulations, (including usage of less than 10% of a book, or approximately 1 chapter, etc.). If you have questions about whether you are in compliance with the regulations, please contact the Circulation department.
2. The library staff is happy to scan documents for your course for use in Moodle. However, if this is an item that is available to students via one of our databases, please let us know so that we can attempt first to hyper-link that item in your course. This saves us time, thereby making it accessible to students faster, and also helps reinforce to students that there are vast resources available in our collection which are not available via Google!
3. If you would like us to organize the electronic reserves according to your schedule in the syllabus, please provide us with a copy of the syllabus so that we may do so.
4. Add a link to the library website in the resources section of your Moodle course. You can either have us add it when we set up your electronic reserves, or you can add it yourself when you set up or adjust your course!

## **Moodle (Electronic) Reserve Checklist:**

- Circulation has been provided with the original book/periodical OR photocopies. If you provide us with photocopies, please include the title page from the book.*
- Portion of book/periodical is 10% or less of the original document, due to copyright restrictions.* This does not vary, even if the item is out of print, or you are submitting items by different authors that are part of a compilation.
- Overall information placed on Moodle is less than 50% of reading material for the course.* If you plan to create your own compilation of required and supplemental materials, and these materials constitute more than 50% of the course readings, please contact Will Bredfield (x7541) to see about creating a course pack, which will be available for sale at the bookstore.