Policy Regarding Order of Reserve Listings Online  
August 1, 2006

- When materials are placed on print reserve, we have only a minimal amount of control as to what order they appear in the Reserve Search function in the library catalog, thus, there is no way to guarantee that any list will appear in any specific order. Therefore, our policy is not to attempt to control the order.

- eReserves list in Blackboard in alphabetical order by the title given to them. Because of the volume and complexity of processing eReserves, our policy is not to manipulate titles to make them appear in any other order. **Instead, we suggest that you link the eReserve files to your syllabus.** For instruction on how to do this, contact the Instruction Technology Consultant for your department.

However, **if you wish to attempt to force ordering**, you may do so by creating a title format that allows the reading to sort as you wish:

- The title we will give the Blackboard link to the article is the title that you list on the reserve list form. You can name eReserves however you like; just make sure that the title on the list is also on page one of the reading so we can match them up.

- If you want readings to list by author, list the author as the first word of the title. Example: in the title block put “Adams – Social Capital in America”. (If you put the author in the title block you do not need to put it in the Author block.)

- If you want readings to list by order in which they are to be read, you can devise a method of titling them so that they will do so. However, please keep in mind the following:
  - Any changes you make in the future...adding additional readings, etc...may not be able to be put into this order.
  - If using the number 10 or higher the computer will sort as follows: 1, 11, 2, 22, 3, 33, instead of 1, 2, 3...10, 11, 12
  - If using letters, the computer will sort alphabetically for the 26 letters of the alphabet, but if there are more than 26 reading and the letters are doubled, it will sort as follows a, aa, b, bb, c, cc, etc.