

# Directions for Filling Out Reserve Lists

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- If completing your List by hand, please write legibly in black or blue ink; no pencil, please!
- **Provide call numbers** as follows:
  - Library books: give complete call number from our catalog including volumes, editions, and number of copies needed.
  - Photocopies/Ereserves: Use “Photocopy.” (If you would like us to make copies, please provide full citation information and call numbers in the title block.)
  - Personal Copies of materials other than photocopies: use “Personal Copy”
- **Specify the loan periods** for your Reserve items, as follows:
  - For Library books, choose from *2 Hour BUO*, *2 Hour Overnight*, *1-day*, *3-day*, or *1-week*. See table below for more information.
  - For Photocopies and Personal Copies, use *2 Hour BUO* or *2 Hour Overnight*.
  - For eReserves, no loan period is necessary.
- **Provide authors and titles.** For all materials that you want the library to find and provide, you must provide us with the complete source information.
  - eReserves may be titled any way that you want.
  - If you are providing your own copies, please enter the titles (on page 1 of the reading and also in the Title block on the Reserve list) exactly as you wish them to appear in Blackboard.
  - If you want us to make the copies, please provide the title you want it listed under, followed by the complete course title and citation information.
- **Keep files to 25 page limit.** To expedite the downloading and printing of eReserves, PDF files are limited 25 pages per file.
  - When providing photocopies for eReserves that exceed 25 pages, please break these copies into parts and submitting each part as a separate item.
  - If the Libraries makes the copies, and you have not divided the copies into parts of 25 pages or less, we will decide where to divide the copies into parts.
  - In order to meet Copyright guidelines, please identify the parts clearly and inform students that they will need to find all of the parts in the eReserve list. Parts should be marked as follows:
    - Individual parts of the same reading should be identified by the designation “-part a”, “-part b”, “-part c”, etc. attached to the end of title article or chapter. (Example: World War in Review-part a)
    - Each part must have the full citation appearing on its first page.
    - The last page of each part, except the final part, must have “continued by part a”, “continued by part b”, etc. written at the end of the text.
    - For materials that need to be ordered, please provide the complete citation in the Title block and write or type **order** in the call number block.

## Controlling the Display Order of Reserve Listings Online

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.