

745 SWKT

COURSE RESERVE IN-OFFICE DEMONSTRATION

Course Reserve 2-2947 library_reserve@byu.edu 3419 HBL

Submitting course materials to be placed on Reserve is even easier and can now be done from your office! You simply need to use the reserve request system which is found online at <http://reserverequest.byu.edu>. Log in with your Net ID and password, create your course, and submit your materials. If you would like a demonstration on how to use the Reserve Materials Entered Online (RMEO) request system for Course Reserve please call 422-2947 and we will set up an appointment to come to your office.

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HOW COURSE RESERVE CAN BENEFIT YOUR CLASS!

3419 HALL ✦ Course Reserve ✦ 422-2947

8 am - 5 pm ✦ Monday - Friday

<http://reserverequest.byu.edu>

library_reserve@byu.edu

- ❖ **ELECTRONIC READINGS** – Putting selections from books, articles, and web links on Electronic Reserve makes information easily accessible to students from any computer. It also makes a wide variety of information available to your class without requiring students to manage several resources for just a few pages of reading.
- ❖ **TEST KEYS** – Test keys can be placed on reserve electronically after the test so that students can review their answers. A print copy can be placed on circulating reserve so that students have a specified amount of time with the key. Another option is to make access only available during reserve office hours; they would be used under our supervision.
- ❖ **COPYRIGHT ISSUES** – Seeking copyright permissions for your materials can be a daunting and complex process. We will take care of copyright issues for you when you submit readings through Course Reserve.
- ❖ **HARD COPY RESERVE** – Not only can we place a book on hard copy reserve, we can also place CD's, transparencies, maps, DVD's, and sound clips on reserve for your course.
- ❖ **BLACKBOARD LINKS** – We can create a link from Blackboard to your course reserve page. This makes it even easier for students to find the materials required for your class.
- ❖ **REQUEST FROM YOUR OFFICE** – Using our online request system found at <http://reserverequest.byu.edu>, you can request materials from your office and send the books over with a TA or have Faculty Delivery Services pick them up. If the books are found in the library we will get them for you.

