Ereserves

What are Ereserves?
Course readings that have been digitized, organized by faculty name, and are accessed electronically through the Library’s Reserve Catalogue http://tiny.cc/gccat.

Journal articles, book chapters, and material created by the faculty are eligible.

What are the benefits?
- Simultaneous access to material by many
- 24/7 access - on and off campus - to copyright compliant material
- Option to print or save
- Easy access for off campus users

Are there any limitations?
- Every ereserve item must comply with copyright guidelines for each semester requested
- Certain materials, including course packs from Georgian stores, may not meet the criteria
- Only Georgian students with activated Library UserIDs may access materials

How do Ereserves work?

<table>
<thead>
<tr>
<th>Faculty’s role:</th>
<th>Library’s role:</th>
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<tbody>
<tr>
<td>1. Submit complete bibliographic citations for each reading requested; Weekly reading lists or course syllabi are accepted.</td>
<td>1. Review requests for copyright compliance.</td>
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<tr>
<td>2. Provide original copies of the readings if owned and able to.</td>
<td>2. Source the legal copies of the articles/books if not provided.</td>
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<td>3. Wait for clearance and a list of links to be sent from library.</td>
<td>3. Sort the materials by type and digitize.</td>
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<td>4. Provide directions for students to use.</td>
<td>4. Create and send a comprehensive list of links to faculty.</td>
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<td>5. Confirm the number of students registered in course following reading week.</td>
<td>5. Ensure all materials are uploaded to the server for the duration of the semester and access removed at end of semester.</td>
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When should I submit my ereserve requests?
Submit as early as possible. Requests are processed in the order in which they are received. For items requested in the first three weeks of the semester, there may be delays due to the high volume of requests.

Where do I submit my request(s) or get more information?
Fill out the online Reserve Request Form http://tiny.cc/gcreserves
Email your request to the library’s general account - library@georgiancollege.ca