



## Electronic Reserves (ERes) Information for Faculty

To create an Electronic Reserves (ERes) page for your course in the Docutek system, it is necessary to establish an instructor account in your name. Contact Anita Shiplett, our ERes Assistant ([ashiplett@madonna.edu](mailto:ashiplett@madonna.edu); x5693), who will set up your account, add your name to the instructor index, and manage your course page. Without a personal instructor account, ERes software allows only a "staff" designation for "course instructor" on a class page.

To add articles to your page that you have in print format, just print and fill out the Electronic Reserves Request Form on the [ERes page](#) (<http://munet.docutek.com/eres/default.aspx>), attach the articles, and send them to Ms. Shiplett. Please remember that print copies must be one-sided and of good quality. The materials will be faxed to Docutek, converted to PDF files, and sent to our staging area for linking to your course page. The print materials will then be returned to you. *If the material you wish to place on e-reserve is already in PDF format, simply e-mail the file to Ms. Shiplett for linking to your course page. It is also possible to add Web sites to your page; e-mail the URLs to Ms. Shiplett.*

Copyright compliance requires a unique course password for student access. Please select your course password and indicate it on the aforementioned form. *The library does not give out individual course passwords; students must contact the instructor for access to the class page.*

Students need to follow these directions to access your course page:

- Go to the library homepage <http://ww3.madonna.edu/library/>
- Under *Find Course Reserves* click on *Electronic Reserves*
- On the Madonna ERes page click on *Electronic Reserves and Reserves Pages*
- Access to the course page is available by course number, course name, instructor, or department
- Enter the course password
- Click on the *Accept* button
- Reminder: To open PDF files, you must have Adobe Acrobat Reader installed on your computer. There is a free download link on the Madonna ERes page if installation is needed.