**Instructors Guide to Posting Course Readings on Blackboard (Bb)**

The Kuhn Library now provides access to course reserves through Ares from Atlas Systems; this new software seamlessly integrates with Blackboard for streamlined availability and processing. The following document details how to add items to your course(s).

**Preliminaries**

**Vendor Announcement**

The benefits of automating reserves by using Ares, an Atlas product.

**Contact us / Library Reserves Staff**: You may contact the library reserves team, Dakota Boodhoo and Gail Blacker, at reserves-group@umbc.edu / 410-455-2354 with questions, comments, or requests.

In order to create reserves listings, you must first [add the Reserves link](#) to your Bb Course.

---

**Copyright Information**: All requests/posts must adhere to US Copyright Law Title 17 of the U.S. Code or have written permission from the copyright holder.

The AOK Library at UMBC relies on Section 107 of the Copyright Law – Fair Use, when making electronic reserve materials available to the UMBC community.

Please note that the library staff reserves the right to deny copying or reproduction orders if, in our judgment, fulfillment of the order would involve a violation of copyright law.

---

**Library Guidelines for Electronic Reserves #261 and LibGuide**

The purpose of the Electronic Reserves service is to provide access to materials selected by faculty that are required or recommended for their students' course of study.

In order for the Library to provide this service under compliance with Copyright law and the limitations of exclusive rights outlined by Fair Use (17 U.S.C. +107), reserve items submitted by faculty should meet the following guidelines:

1. The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course taking into account the nature of the course, its subject matter, and level. (See: 17 U.S.C +107 Section 3) Generally this is interpreted as no more than 10% of a work or one article, one or two chapters of a book, or a complete poem.

2. The effect of using the material should not be detrimental to the market for the work. (In general, the Library should own at least one copy of the work.) (See: 17 U.S.C +107 Section 4) Faculty should be aware that conditions of spontaneity are exhausted after the first use of material for a particular course, and subsequent use may require payment of Copyright fees.

3. A full bibliographic citation must be provided for all copyrighted material requested for Electronic Reserve.

Please be sure to submit each request with its complete bibliographic citations.
For items that will be housed on physical reserves (books, CDs or DVDs located in the library), please indicate the loan period for each item from 3 hours to 7 days.

Navigating the Course Reserve Page

Dashboard Options: Switch to Student Mode / Main Menu / Add Reserve Items / See Student Activity

The landing portion of the page, Course Details, will display submitted requests in the various processing statuses from pending to available.

If you would like to know when an item becomes available, please click subscribe now in the Course Details panel to receive an email alert.

Once a request is submitted, if the option to edit your entry is no longer available, please contact the reserves staff for assistance.

Switch to Student Mode

● What a student sees when they access the Ares interface (i.e., only the available reserves)

Main Menu

● Your current courses and the reserve materials you indicated you would bring to the library

Add Reserve Items

● Create a new reserve item for the current course

See Student Activity

● See how many students have accessed the reserve items
Adding Reserve Materials

1. Log into MyUMBC
2. Open Blackboard (Bb icon)
3. Click on Courses
4. Open the applicable course
5. Click the Library Reserves link
6. Select Add Reserve Items to populate your course readings

**NOTE:** When submitting items for course reserve, please do not use the Course Materials or Course Readings Sections to Build Content in Bb, rather, do so via the Add Reserve Items tab located on the Dashboard.

Materials placed on faculty reserve can include required and/or recommended reading, listening or viewing items in any format: physical, electronic or digitized.

- Articles that are available via an electronic database
- Books and media owned by the Library
- Personal copies of textbooks
- Digitized copy of book chapters, journal articles or streamed audio or videos – in compliant with copyright laws.
- Lecture notes, sample exams, study guides, and other materials you have created.

7. Click on the type of reserve you wish to add (article, chapter, physical book, eBook, and media). In subsequent semesters, you will have the option to import items from prior courses.

8. For each item you submit, please indicate the supply method (see image below). Other required fields change by material type, but most require a title, author/creator, publishing information, and availability dates.

9. The default is for course materials to remain on reserve for the entire semester. If you would like to suppress an item before then, please edit the stop date in the Reserve Restrictions section at the bottom of the submission page.

10. Click on Submit.

Upon submitting your reserve requests, the Reserve staff at the library will see your entries and begin processing your requests. Please remember to bring over any physical materials you indicated you would supply.

**Adding personal tags:** Personal tags can be added to readings for easy viewing and organizing. Any tags added can be found under Tags located on the Course Details screen.

After you have added your course reserve request, click on the Edit button on each item to add a tag.

See Student Activity
Available Statuses: Students may view items via Blackboard as they become available on electronic reserve or at the Check-Out desk at the Library.

Ares provides a usage tracking feature that details how many times an electronic reserve material is used.

When it is used at least once, you can click on **Show Detailed Usage** to see access dates. To obtain circulation count of physical items, please contact a Library Reserve staff member.

<table>
<thead>
<tr>
<th>Reserve Item Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td>Show Detailed Usage</td>
</tr>
<tr>
<td>Show Details</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>