

# Electronic Reserves

## What is Electronic Reserves?

Electronic Reserves is a service provided by Copley Library. This service will provide documents online that would otherwise be behind the circulation desk at Copley Library. Faculty members can now have their additional readings placed on Electronic Reserves, allowing students access from on campus or at home 24 hours a day, seven days a week.

Most of these documents are scanned into a PDF format and added to a course web page at <http://copleylib.sandiego.edu/eres/> (Users will need Adobe Acrobat Reader on their computer to read these documents. Acrobat reader is free, and it can be download it from Acrobat's web site at <http://www.adobe.com/products/acrobat/main.html>). Other types of files that may be included on the Electronic Reserves are Microsoft Word, Excel, Power Point Presentations and direct links to websites.

## Requirements

1. Provide legible, good-quality photocopies. We will not attempt to clean up bad copies once they are scanned.
2. Single sided pages and every article cited with proper bibliographic information (*either listed on the document itself or on a separate paper*).
3. **During the beginning of the school semester**, please allow **at least 7 working days** for everything to be processed since there are large amounts of processing to be done at that time. During the rest of the school year, please turn in the documents to be placed on Electronic Reserves at least 5 working days before they are needed.
4. Professors are responsible for acquiring copyright permission for the articles on reserve for more than one semester (*If Copley Library owns the journal or book, you do not need to seek copyright permission. Otherwise, it is the instructor's responsibility to provide proof of copyright permission for their documents. If student work is being used, written consent from the student needs to be provided also.*)

## How can you get to E-Res?

1. Go to <http://sally.sandiego.edu>
2. Click on E-Reserves
3. In the Library Services section, click on "E-Reserves"
4. Click on "Electronic Reserves and Course Materials"
5. Using the pull down menu, choose the department or the last name of the faculty and click on "go"
6. Click on the course you are looking for
7. Enter the password and click on "accept"
8. Then, click on any of the titles of the documents and it will open the document.

## Who can you contact about E-Res?

You can contact Jordan Kobayashi, Copley Library Reserve Manager at (619) 260-5973 or e-mail at [kobayashi@sandiego.edu](mailto:kobayashi@sandiego.edu)