Healey Library E-Reserves: The Next Generation

About Reserves Services

The Library Reserves team ([Library.Reserves@umb.edu](mailto:Library.Reserves@umb.edu)) supports faculty in locating instructional materials, including readings, films, and other resources, for their courses by:

- Locating and acquiring instructional course materials and readings for faculty upon request
- Creating accessible, screen reader-compatible (Optical Character Recognition, or OCR) scans of readings, ensuring compliance with the Americans with Disabilities Act (ADA) and principles of Universal Design for Learning (UDL)
- Creating copyright-compliant [permalink](http://example.com) (proxied links) to licensed Library resources that can be shared with students via Blackboard, e-mail, blogs, wikis, and other eLearning platforms
- Locating appropriate licensed Library resources and high-quality Open Access (OA) materials for faculty and students to use in place of expensive textbooks where possible
- Assisting interested faculty with the development of Open Educational Resources (OERs) to replace expensive textbooks

Ongoing Support for Faculty Using Electronic Reserves

Questions about electronic reserves and course content can be directed to Library.Reserves@umb.edu or 617-287-5905. Faculty members who were Docutek users should contact the Library Reserves team to retrieve e-reserve materials used in previous semesters. For assistance with using these files in Blackboard:

- Refer to the step-by-step [instructional guide](http://example.com) to learn how to extract the PDF files of course materials from the Docutek archive file, with or without the assistance of Library.Reserves@umb.edu.
- Refer to pages 8-9 of the [Blackboard Quick Start Guide](http://example.com) for step-by-step instructions in creating, uploading, and organizing course content. For instruction in and assistance with uploading and managing content in Blackboard or other eLearning platforms, contact the eLearning and Instructional Support Team: eLearning@umb.edu.
- Assign Library.Reserves@umb.edu as a temporary TA in a Blackboard course to help with the initial set-up of reading lists and course materials in the Blackboard environment.

In addition to electronic reserve services, Healey Library welcomes books, films, and other hardcopy materials to be placed on reserve for students to access in the Library. Faculty may call 617-287-5905 or e-mail Library.Reserves@umb.edu to place physical copies of books or course materials on reserve for students to check out at the Library Circulation Desk.

Using Blackboard for Course Materials

Faculty using e-resources and requiring library electronic reserves services are encouraged to use Blackboard instead of Docutek, the former electronic reserves platform. The use of Blackboard:

- Allows students to access readings without needing an additional password and login credential
Gives faculty full and automated control over when and for how long instructional materials and readings are made available to students

Provides faculty with usage statistics to indicate how many students have accessed a particular link or reading

Makes it easy for instructors to copy content over to different sections, courses, or semesters

Allows faculty to embed quizzes, assessments, and knowledge checks, both graded and ungraded, that are aligned with course readings and instructional materials

Provides students with an electronic learning environment that is consistent across their courses

Ensures ADA compliance and supports best practices in Universal Design principles

Turnaround Time for Reserves Services

Faculty are asked to submit personal copies of readings, a course syllabus, or a course reading list to the Library Reserves team 3-4 weeks before the start of the semester, or 3-4 weeks before students need to be able to access the readings, to ensure that the readings are available when students need them. Readings and lists may be submitted to Library.Reserves@umb.edu or brought to the Library Reserves office on the 4th floor of Healey Library (H-04-030). The Library Reserves team will do their best to accommodate requests with shorter turnaround times but cannot guarantee the availability of readings by the requested deadline in some cases. Items requested that must be acquired from off-campus can take longer.

Textbook Alternatives and Open Educational Resources (OERs): Affordability and Success

Faculty members are encouraged to use licensed Healey Library resources as well as high-quality Open Access (OA) materials to keep textbook costs as low as possible for students. The Library Reserves team will assist faculty with searching and finding these resources if needed. Contact Library.Reserves@umb.edu or 617-287-5905 to discuss these alternative resources.

If faculty have already identified a licensed library resource they would like to use, the most efficient option is to create a permalink to this resource, ensuring that both the durable URL is used AND that the URL routes the user through our proxy server so that the user is recognized as a UMass Boston student/faculty and is given permission to access the material.

ADA Accessibility and Universal Design

The phrase “ADA-accessible” refers to documents and other instructional materials that can be used by students with some type of learning challenge. The Library Reserves team will work with faculty members, the Ross Center, and/or ITSD to strive for compliance and for the development of learning environments that are based on principles of Universal Design for Learning (UDL). Many older PDFs and photocopies, for example, are not accessible to students with visual impairments, or to students who use screenreaders to read course materials. For instruction in how to convert documents to an ADA-compliant format, contact Library.Reserves@umb.edu or eLearning@umb.edu. Faculty may also use the campus document converter tool, SensusAccess, which converts a wide variety of document types and offers a number of different output options. Some instructional materials, such as films, require further assistance. Please contact Library.Reserves@umb.edu for assistance with locating or creating ADA-compliant electronic resources.