

# Electronic Reserves: More Service for your Money

Brian D. Kern  
Muskingum College

Eastern Great Lakes – Innopac Users Group  
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## Overview

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- Demonstration
  - Patrons accessing e-reserves
  - Creating and Uploading e-reserves
- A Model for Growth
  - Planning model to help an organization implement and manage e-reserves

## Before We Begin

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- We're covering the basics today
  - Demonstrating a typical workflow using Millennium
  - Research is available on the process for further study and planning
    - *Managing Electronic Reserves*, edited by Jeff Rosedale (Chicago: ALA, 2002)
    - Electronic Reserves Clearinghouse – [http://www.mville.edu/Administration/staff/Jeff\\_Rosedale/](http://www.mville.edu/Administration/staff/Jeff_Rosedale/)
- "Small town operation"
  - 2003-2004, 11 faculty (12% of the faculty) participated
  - 196 items were placed on e-reserve, and accessed a total of 5,595 times

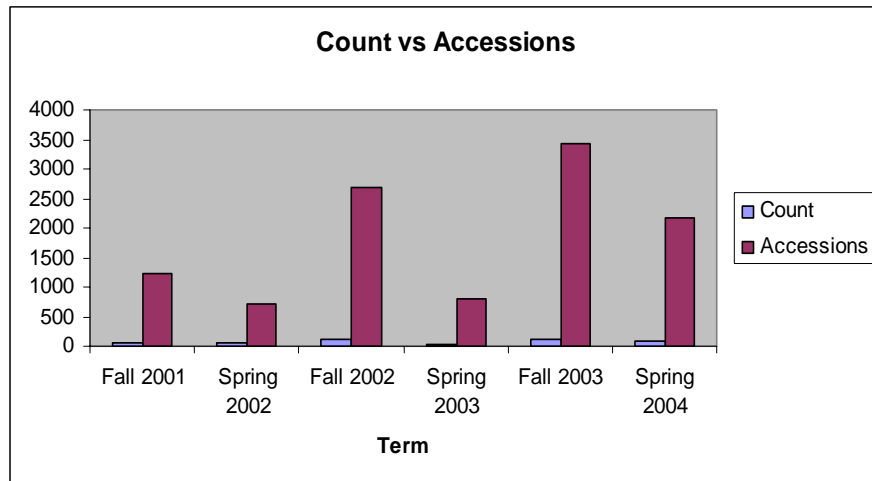
## Muskingum College

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- Small, private liberal arts college
  - 1608 undergraduate; 94 faculty
- Member of OPAL Consortium
- Uses Course Reserves exclusively for electronic reserves
- Electronic reserves is administered through the cataloging department

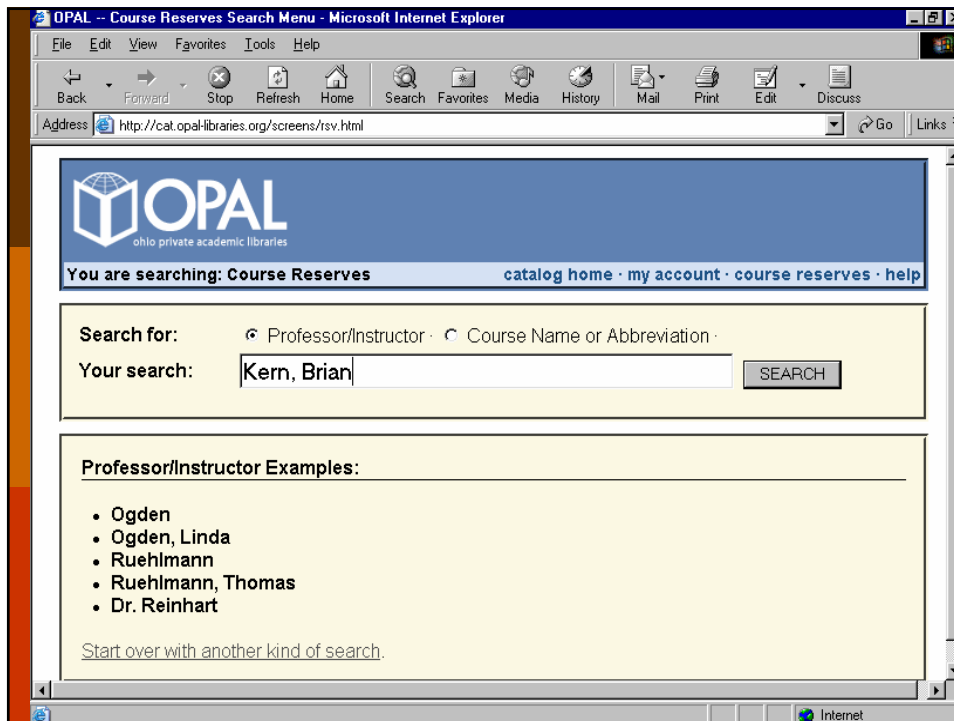
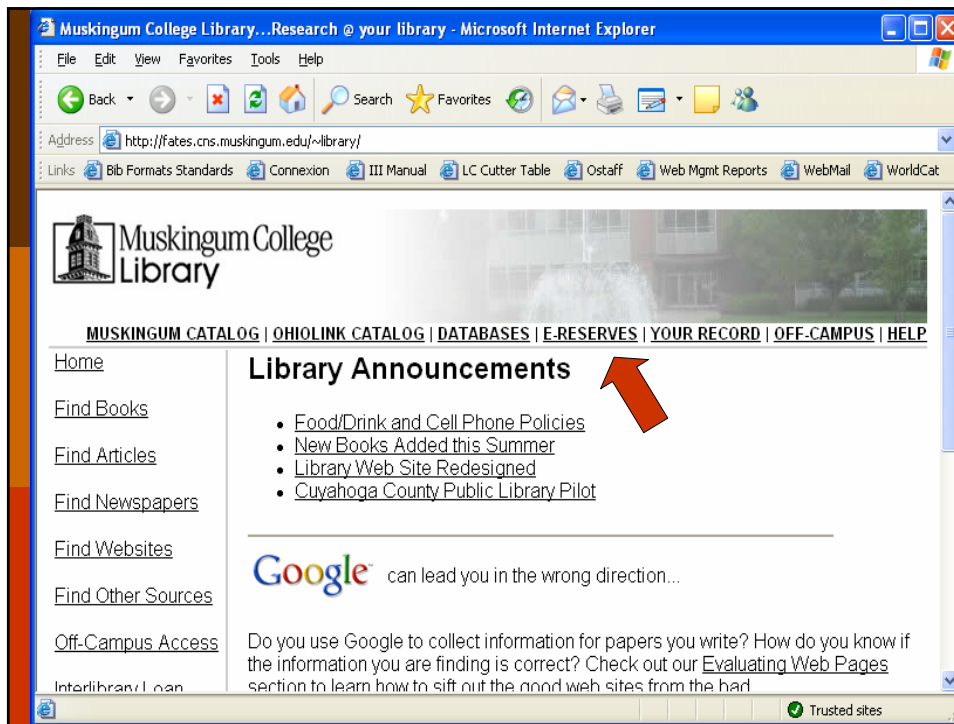


## Count vs. Accessions Comparison



## Let's Give It A Try






OPAL - OHIO PRIVATE ACADEMIC LIBRARIES /All Locations - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Address <http://cat.opal-libraries.org/search/a?a> Go Links >>



**You are searching: All OPAL Libraries** [catalog home](#) · [my account](#) · [course reserves](#) · [help](#)

Start Over Another Search (Search History)

PROF/TA Kern, Brian Search

Num	PROF/TA (1-2 of 2)
Kern Brian	
1	IDIS 100 (First Year Seminar)
2	IDIS 150 (Arts And Humanities)

Start Over Another Search (Search History)


Done Internet

OPAL - OHIO PRIVATE ACADEMIC LIBRARIES /All Locations - Microsoft Internet Explorer

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**You are searching: All OPAL Libraries** [catalog home](#) · [my account](#) · [course reserves](#) · [help](#)

Start Over Return to List Another Search (Search History)

PROF/TA Kern, Brian Search

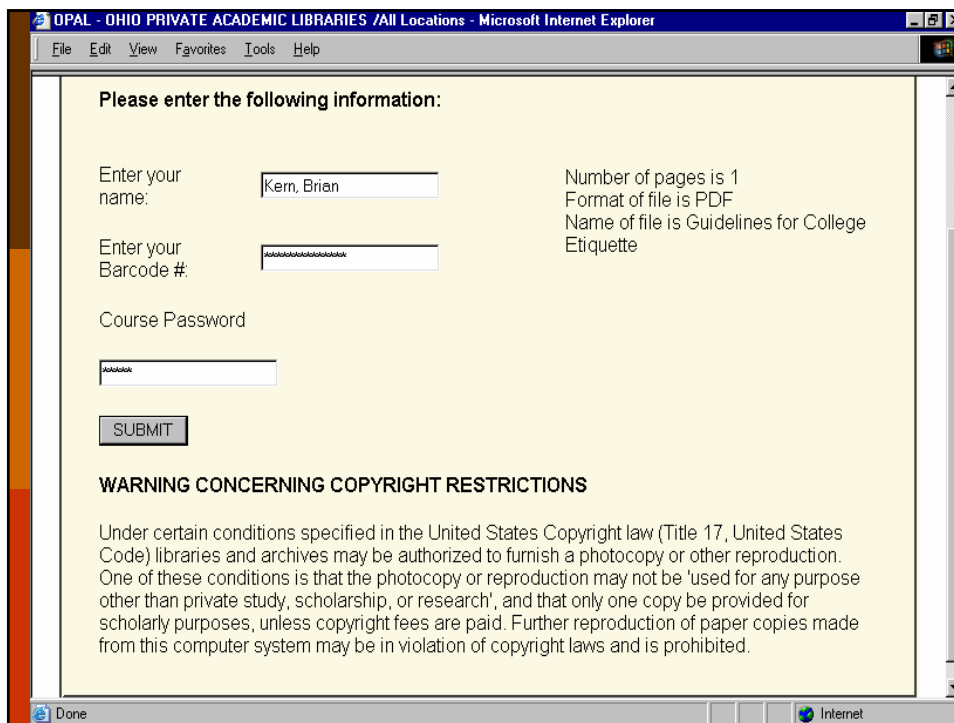
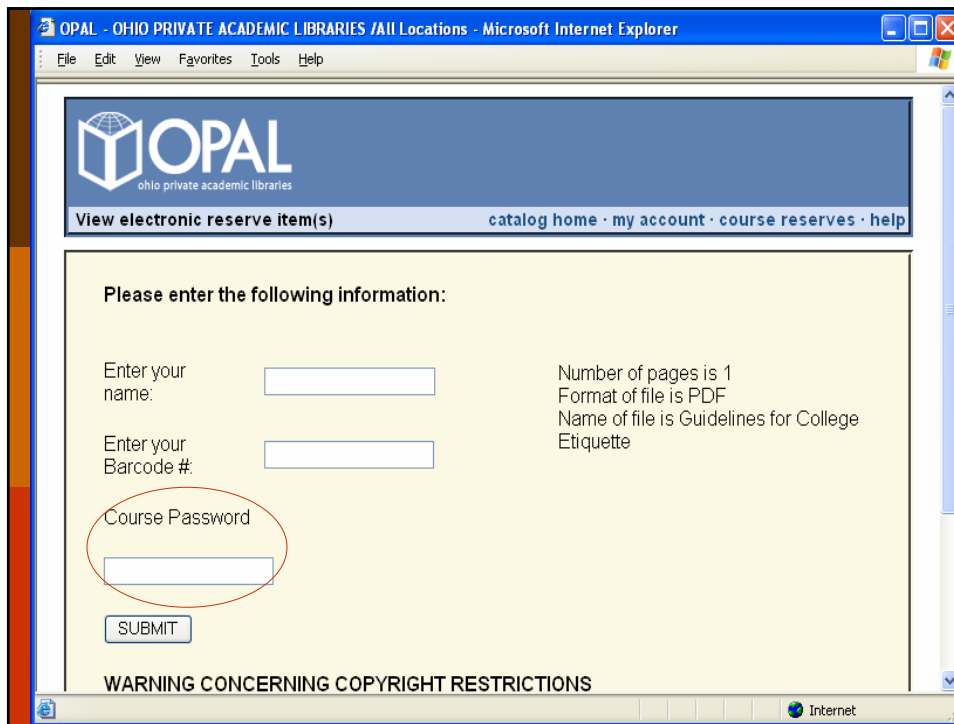
PROF/TA [Kern, Brian](#)

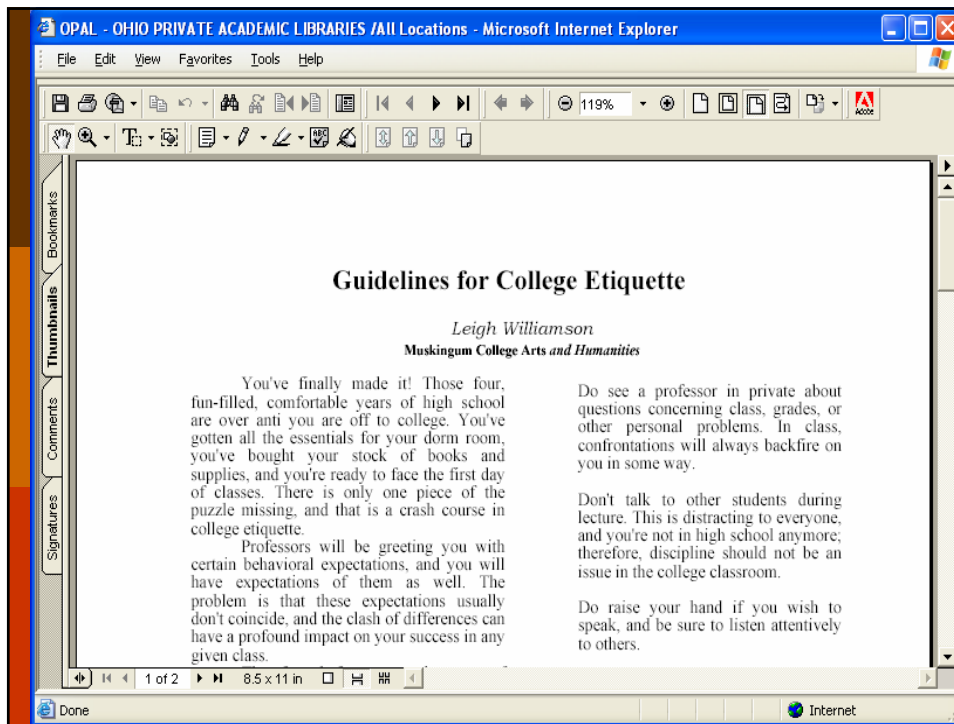
COURSE [IDIS 100 \(First Year Seminar\)](#)

**Materials for this course**

Title	Author	Call #	Format
<a href="#">View or Print Guidelines for College Etiquette</a>	Williamson, Leigh	MUSKINGUM -- IDIS 100 -- ONLINE	*ELECTRONIC COPY AVAILABLE*
<a href="#">View or Print Introduction to Liberal Arts</a>	(no author)	MUSKINGUM -- IDIS 100 -- ONLINE	*ELECTRONIC COPY AVAILABLE*
<a href="#">View or Print Lies My Textbook Told Me</a>	Loewen, James	MUSKINGUM -- IDIS 100 -- ONLINE	*ELECTRONIC COPY AVAILABLE*

Done Internet





## *Behind the Scenes*



## We will be using ...

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- Course Reserves module in Millennium Circulation to
  - Create a course record
  - Create a bibliographic and item record
  - Place bibliographic-item record on reserve
- Millennium Media Management to place computer files in bibliographic records
  - You can also use Millennium Cataloging to create all records, attach files to bibliographic records, and place them on reserve for a course

## What is Millennium Media Management?

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- "Provide media file access to patrons through bibliographic records in the Web OPAC" (page #105180)
  - Available in Millennium Acquisitions, Cataloging, Circulation, and Serials



## What type of media files?

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- ❑ The following files types are “automatically” available:
  - images (BMP, GIF, JPEG, PNG, TIFF)
  - sounds (MP3, WAV)
  - movies (AVI, MOV)
  - animation (MPEG)
  - documents (DOC, PDF, PPT, TXT)
  - HTML files
  - URLs
- ❑ If your file type is not listed, you can contact III to enable those types
  - For example: Microsoft Excel, Corel files

## Millennium Workflow

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- ❑ Create a course record

Millennium Circulation · OPAL - OHIO PRIVATE ACADEMIC LIBRARIES

File Edit View Go Tools Admin Options Help

**Course Reserves** New COURSE Record Ctrl-N Media(0) Summary Browse Print Close

PROF/TA  
COURSE  
COUR NOTE  
PSWD

Index: p PROF/TA Kern, Brian Search Collapse All Select

#	PROF/TA	# ENTRIES
1	Kern Brian	2
2	↳ IDIS 100 (First Year Seminar)	
3	↳ IDIS 150 (Arts and Humanities)	

NOT LIMITED 1 PROF/TA, 2 ENTRIES

Millennium Circulation · OPAL - OHIO PRIVATE ACADEMIC LIBRARIES · r10046574

File Edit View Go Tools Admin Options Help

**Course Reserves** Insert Save View Edit Summary Browse Print Close

r10046574 Last Updated: 09-01-2004 Created: 08-27-2001 Revisions: 15

BEGIN DATE	LOCATION	MUSKINGUM	CCODE2
08-30-2004	mu	MUSKINGUM	-
END DATE	CCODE1	CCODE3	
06-30-2005	-	-	-

PROF/TA Kern, Brian  
COURSE IDIS 100 (First Year Seminar)  
PSWD bkern

Course Record Example

r10046574 Edit Mode (INS)

## Millennium Workflow

- ❑ Create a course record
- ❑ Create a bibliographic and item record

The screenshot displays the Millennium Circulation interface for OPAL - OHIO PRIVATE ACADEMIC LIBRARIES. The main window is titled "Course Reserves" and shows a search for "Kern, Brian" under the index "p PROF/TA". A red arrow points to the search results table. The table lists three entries: "Kern Brian" (1 entry), "IDIS 100 (First Year Seminar)" (2 entries), and "IDIS 150 (Arts and Humanities)" (2 entries). The status is "NOT LIMITED" and the total count is "1 PROF/TA, 2 ENTRIES".

#	PROF/TA	# ENTRIES
1	Kern Brian	2
2	↳ IDIS 100 (First Year Seminar)	
3	↳ IDIS 150 (Arts and Humanities)	

▼ Place item/bib on reserve IDIS 100 (First Year Seminar) - New BIBLIOGRAPHIC

File Edit View Go Tools Help

Insert Save View Edit Media(0) Summary Browse Verify Export Print Close

New BIBLIOGRAPHIC Last Updated: 09-06-2004 Created: 09-06-2004 Revisions: 0

LANG	eng English	CAT DATE	- -	SUPPRESS	s SUPLOC:NOCENT
SKIP	0	BIB LVL	m MONOGRAPH	COUNTRY	Unknow, Undetermined
LOCATION	mu MUSKINGUM	MAT TYPE	m COMPUTER FILE		

▶ NAME Williamson, Leigh  
 ▶ TITLE Guidelines for College Etiquette  
 ▶ NOTE From Transitions: A Guidebook and Readings for First Year Seminar, 2001, pgs. 56-57

Record is suppressed

Bibliographic Record Example

▼ Key a Bibliographic-Item record - New ITEM

File Edit View Go Tools Help

Insert Save View Edit Media(0) Summary Browse Export Print Close

New BIBLIOGRAPHIC

NAME Williamson, Leigh  
TITLE Guidelines for College Etiquette

Summary New ITEM 0 Item-Level Holds 0 Bib-Level Holds

New ITEM Last Updated: 09-12-2004 Created: 09-12-2004 Revisions: 0

COPY #	1	LCHKIN	- - :	LOCATION	mu MUSKINGUM
ICODE1	0	INVDA	- -	LOANRULE	0
ICODE2	- DISLOC/DISCENT	IN LOC	0	STATUS	g ONLINE
I TYPE	57 Internet	# RENEWALS	0	INTL USE	0
PRICE	\$0.00	# OVERDUE	0	COPY USE	0
OUT DATE	- - :	ODUE DATE	- -	IMESSAGE	
OUT LOC	0	IUSE3	0	OPACMSG	-
DUE DATE	- -	RECAL DATE	- -	YTDCIRC	0
PATRON#	0	TOT CHKOUT	0	LYCIRC	0
LPATRON	0	TOT RENEW	0	AGENCY	130 MUSKINGUM

▶ CALL # 099 IDIS 100

Item Record Example

New ITEM Record Edit Mode (INS)

## Millennium Workflow

- Create a course record
- Create a bibliographic and item record
- ▣ Add a Media Set to your record using the Media Manager

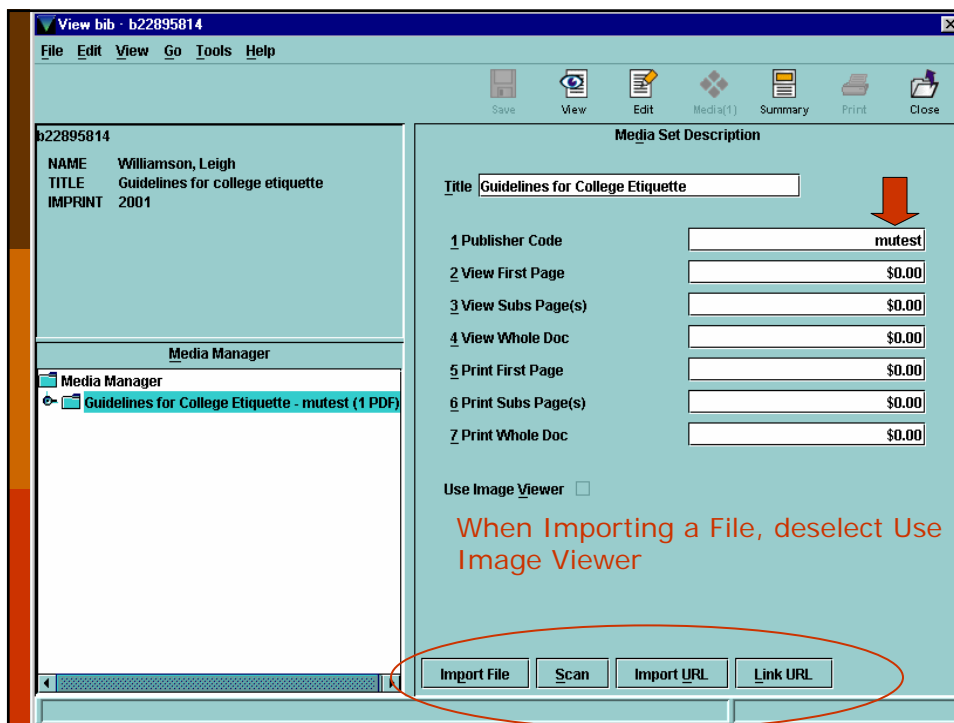
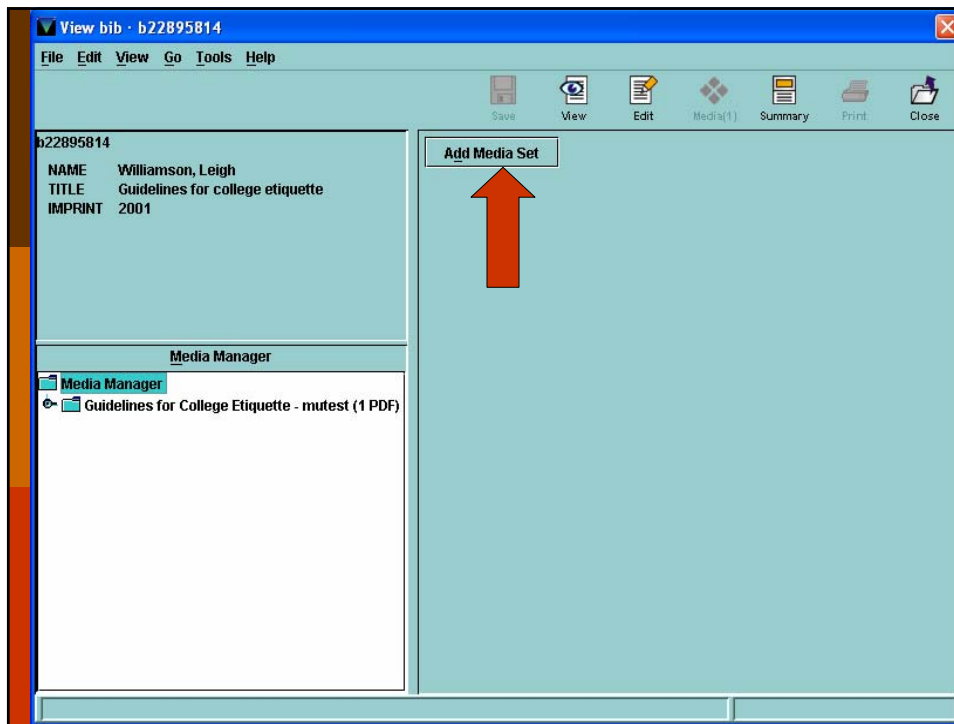
The screenshot shows the Millennium Workflow software interface. The window title is "View bib · b22895814". The menu bar includes "File", "Edit", "View", "Go", "Tools", and "Help". The toolbar contains icons for "Save All", "View", "Edit", "Media(1)", "Summary", "Export", "Print", and "Close". The main area displays the following information:

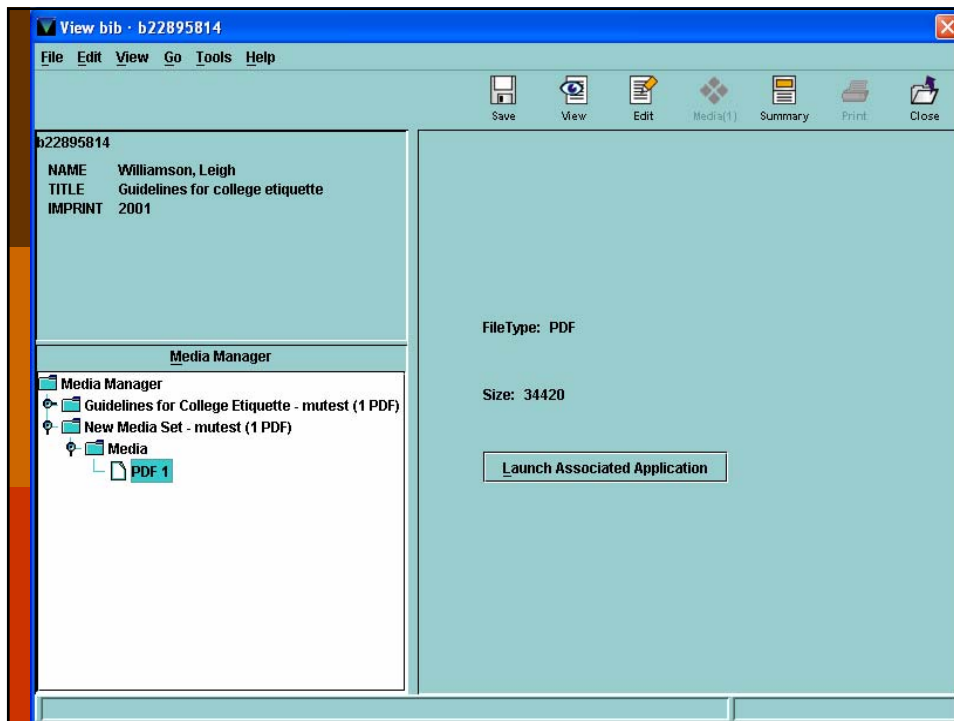
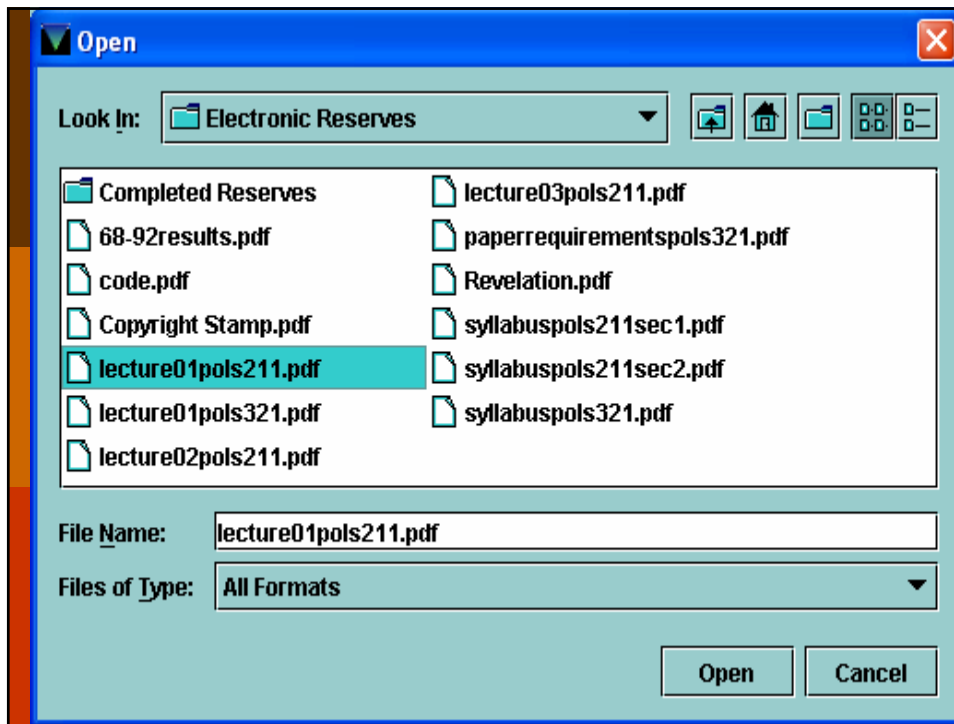
b22895814  
NAME Williamson, Leigh  
TITLE Guidelines for college etiquette  
LOCATIONS mu

Below this information are tabs for "Summary", "Record i40544345", "0 Item-Level Holds", and "0 Bib-Level Holds". A "View" dropdown menu is set to "i Item", and a "Select" button is visible. A table below shows the following data:

#	RECORD NUMBER	LOCATION	BARCODE	VOLUME
1	i40544345	mu		

At the bottom of the window, the status bar shows "i40544345" and "1 Attached Item Records". A red arrow points to the "Media(1)" icon in the toolbar.





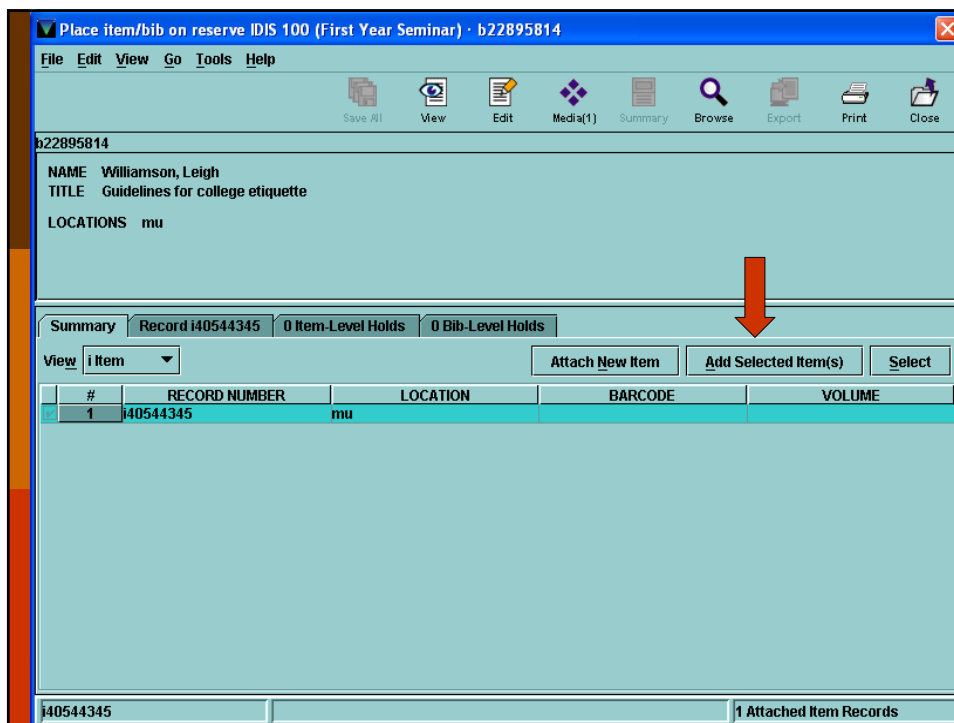
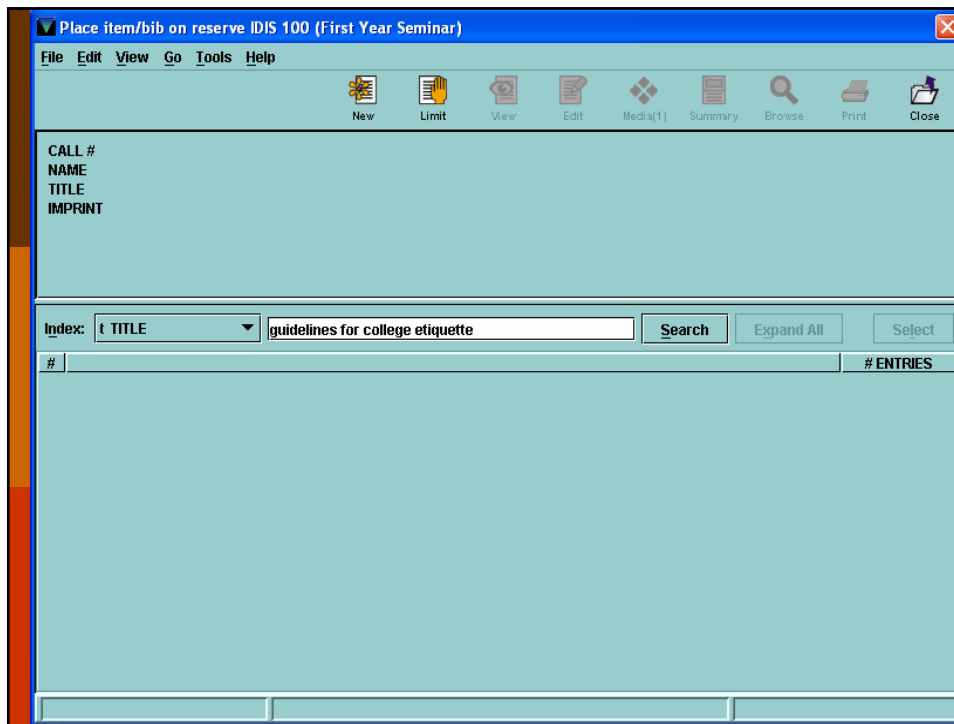
## Millennium Workflow

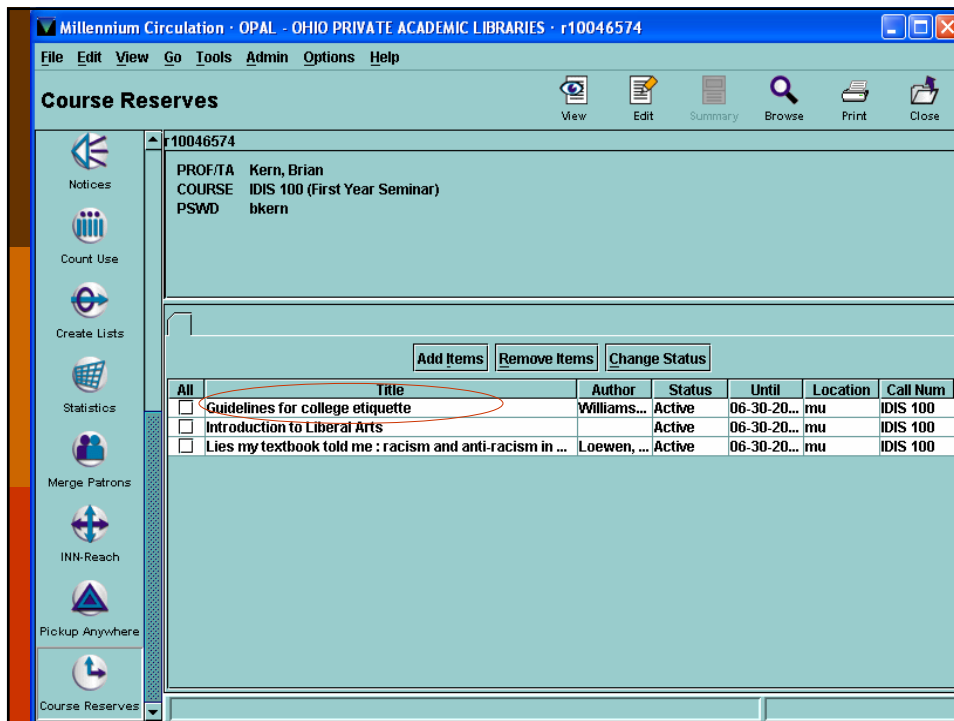
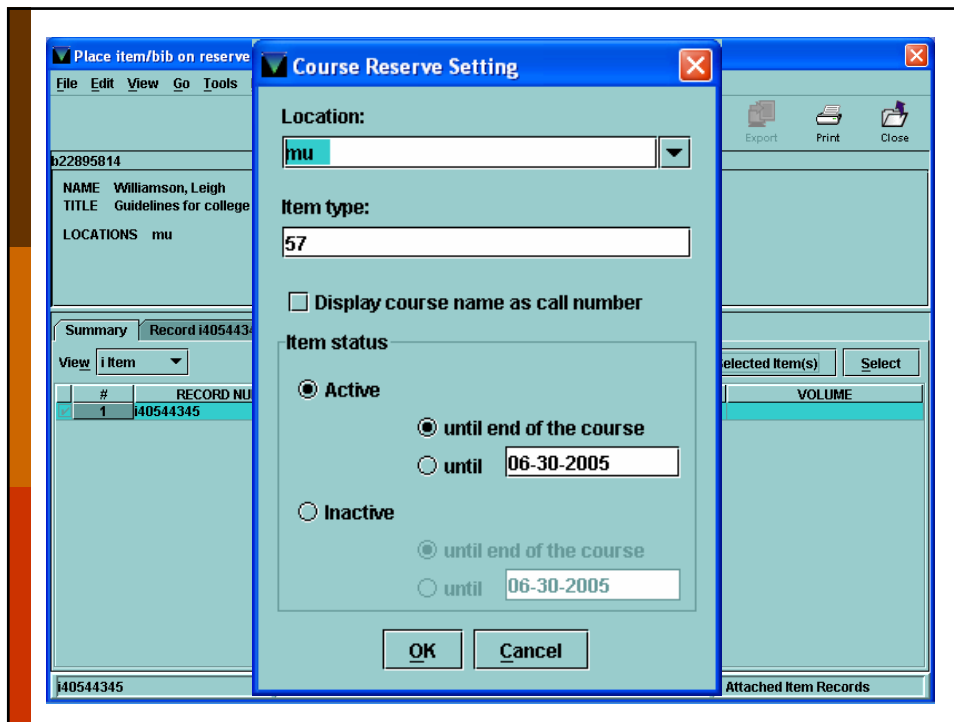
- ❑ Create a course record
- ❑ Create a bibliographic and item record
- ❑ Add a Media Set to your record using the Media Manager
- ❑ Place your item on reserve

The screenshot displays the Millennium Circulation software interface. The window title is "Millennium Circulation · OPAL · OHIO PRIVATE ACADEMIC LIBRARIES · r10046574". The menu bar includes File, Edit, View, Go, Tools, Admin, Options, and Help. The main window is titled "Course Reserves" and shows details for course IDIS 100 (First Year Seminar) with instructor Brian Kern. A red arrow points to the "Add Items" button. Below this are buttons for "Remove Items" and "Change Status". A table lists the reserved items:

All	Title	Author	Status	Until	Location	Call Num
<input type="checkbox"/>	Introduction to Liberal Arts		Active	06-30-20...	mu	IDIS 100
<input type="checkbox"/>	Lies my textbook told me : racism and anti-racism in ...	Loewen, ...	Active	06-30-20...	mu	IDIS 100







## Millennium Workflow

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- ❑ Create a course record
- ❑ Create a bibliographic and item record
- ❑ Add a Media Set to your record using the Media Manager
- ❑ Place your item on reserve
- ❑ Check your work

## *A Model for Growth*

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## A Model for Growth

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- A model to help plan an e-reserve program
  - “Where do we want to start?”
  - “Where do we want to go?”
  - “How are we going to get there?”
- Based on personal experience, published research, and postings to e-mail distribution lists
- This model is a “work in progress”

## Summary of *Muskie Experience*

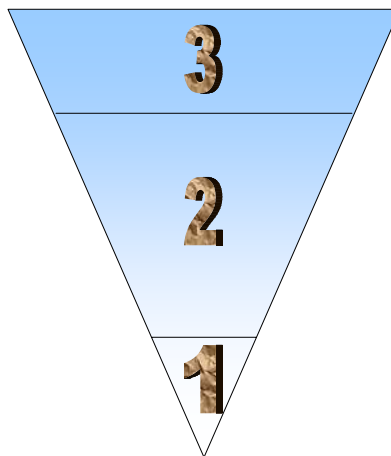
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- It doesn't take much to get e-reserves started
  - Started with practically nothing
  - Planning is the only essential
- It doesn't have to be a “big production”
  - The smallest e-reserve program can give huge results
- Determine why you want e-reserves and let your planning guide you through the rest
  - It has to work best for your organization

## Three-tiered approach

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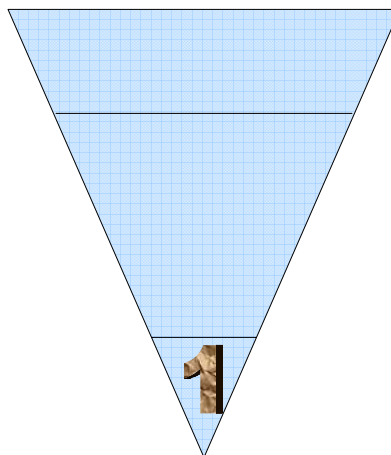
- ❑ Tier 3 – *Full Implementation*
- ❑ Tier 2 – *Measured Growth*
- ❑ Tier 1 – *Basic Program*



## Tier 1 – Basic Program

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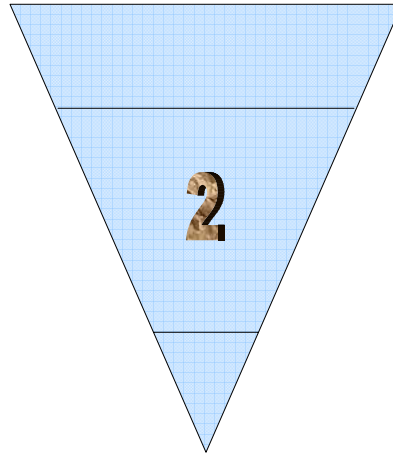
- ❑ Lowest tier
- ❑ Limited / selective participation
- ❑ “Copyright-free materials”
- ❑ Limited availability of resources
- ❑ Great place to start for a pilot project



## Tier 2 – Measured Growth

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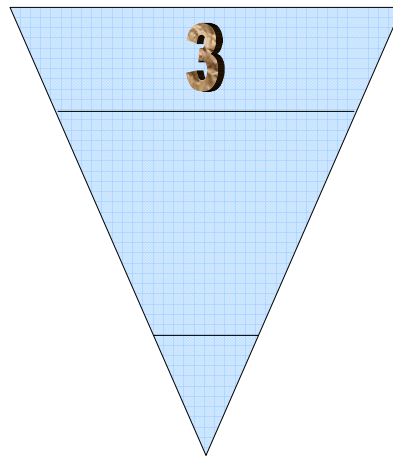
- ❑ Middle tier
  - Largest tier
- ❑ Selective participation
- ❑ Include copyrighted and copyright free materials
  - Department / students secure permission
- ❑ Dedicated hardware and software for e-reserves



## Tier 3 – Full Implementation

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- ❑ Highest Tier
- ❑ All reserves materials are made available online when possible
- ❑ Library assumes responsibility for securing copyright
- ❑ Creation of e-reserves department



## Would This Model Work?

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- ❑ Does not consider costs for e-reserves database
  - It may be easier for a library to secure an e-reserve database through their LMS
- ❑ Some organizations may start small, and blessed with substantial resources
  - Model assumes smaller organizations have limited budgets
- ❑ What about course management systems?

## Summary

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- ❑ Electronic reserves is feasible for any size institution
- ❑ You can do it cheaply with limited resources
  - As technology improves, it becomes easier and less expensive to participate
- ❑ A small e-reserves program can produce big results
- ❑ *Just Do It*

# Thank You!



Brian D. Kern  
Head of Technical Services  
Muskingum College  
[bkern@muskingum.edu](mailto:bkern@muskingum.edu)  
740-826-8015