## ACCESS to Course Materials
## Electronic Reserve

### http://reserve.lib.vt.edu

The Newman Library Media Center, in addition to a dozen computer labs on campus (e.g., Hillcrest 2, McBryde 126, Wallace 342), has equipment, Internet connections, and software, including the World Wide Web browser Netscape, and the Adobe Acrobat Reader, to access course materials.

| Newman Library | Media Center Hours |
|---|---|
| *Break and holiday hours will vary* | |
| Monday-Thurs. | 8 am - 11:45 pm |
| Friday | 8 am - 8:45 pm |
| Saturday | 11 am - 8:45 pm |
| Sunday | 11 am - 11:45 pm |

The Reserve Desk on the first floor of Newman Library has EReserve workstations located near it that are available expressly for access and printing ($.10/page) course materials. Pick up printouts from PhotoCopy Services in the same area.

### Fair Use Guidelines

The law, as described in the *US Code*, Title 17, Sect. 107, says that readers of these documents may make *one* copy (that is, download or print) for their personal reading, research, or education. Any other use without permission from the copyright holder (usually the author or publisher) is illegal. Making multiple copies for republication, for example, also violates the spirit of the agreement under which the authors and the University Libraries provide access to course materials through Electronic Reserve.

These documents must not be used to mislead others about the views or competence of the author, nor as part of a commercial product.

Every copy that is made should preserve the author's name and the title of the document.

## VT University Libraries
## Electronic Reserve

Go to **http://reserve.lib.vt.edu/** using a World Wide Web browser. We recommend Netscape.

Most course materials are PDF files that are readable only with **Acrobat Reader**. Download the Reader *(it's free)* to your computer from the EReserve home page (http://reserve.lib.vt.edu).

*If you already have Acrobat Reader on your computer, turn this page over now to find instructions to Read... Print... Download... Electronic Reserve course materials.*

### To get Acrobat Reader

- Point-and-click on "Acrobat Reader and Configuration Information"

- Point-and-click on the appropriate platform and the Reader will be downloaded immediately to your computer

You can set your computer to automatically open the Reader whenever you select a PDF file, if:

Under the heading "Configuration Information," point-and-click on the type of system you have and follow the instructions to install Acrobat Reader

With the Acrobat Reader installed, read the files you locate through

- *Search by Instructor*--enter an instructor's name (capitalize the first letter) or leave this box blank to see a list of faculty who have made their course materials available

- *Search by Course* -- enter the course name and number

## READ
## EReserve Course Materials

Using Netscape, go to EReserve at **http://reserve.lib.vt.edu** and find your course materials--search by instructor or course. Display the title(s) of the file(s) you want to read.

If the computer system you are using has not been configured to automatically launch the Acrobat Reader, and if you click on a title now, you may get gobbledygook until this file is brought into the Acrobat Reader.

### To launch *Reader* from the Apple tool bar

- Point-and-click on File

- Point-and-click on Save As

- Find the Acrobat Reader icon

- Point-and-click on it.

Acrobat Reader appears as the window title.
*Save as*: will display the selected file name. You may rename the file.
*Format*: appears as text.

- Point-and-click on Save

- Point-and-click on the Acrobat Reader from the upper right corner of the Apple tool bar.

- Point-and-click on Open; Acrobat Reader appears as the window title.

  - Point-and-click on the file name

  - Point-and-click on Open

## PRINT
### EReserve Course Materials

Display a readable file (all or a portion of which) you want to print.

**To print the** *entire file* **or specific pages of** the document from the Apple tool bar

- Point-and-click on File
- Drag highlighted bar to Print to display the window describing the printing options
- Point-and-click on Print

**To print a** *variable portion* **of a file** from the Acrobat tool bar:

- Point-and-click on the appropriate tool ("abc") to mark/highlight a portion of the page
- Point-and-click on Edit
- Drag highlight bar to Copy

- Access Microsoft Word, for example

From the Apple tool bar:
- Point-and-click on File
- Drag the highlight bar to New.
- Point-and-click on Edit
- Drag the highlight bar to Paste.

The portion of the Acrobat document you highlighted will appear in the body of the document. The formatting has changed--for example, some paragraph-like breaks and blank lines may be missing and graphics may not print, but the text is there.

## DOWNLOAD
### EReserve Course Materials

Insert a formatted diskette into the Mac.

Using **Netscape**, go to E-Reserve at **http://reserve.lib.vt.edu** and display the *title(s)* of the file(s) you want to read.

From the Apple Menu:

- Point-and-click on Options

- Drag to select Preferences

- In the window, click and drag to select "Applications and directories."  The Directories window will say "Temporary Directory: ... Browse"

- Point-and-click on "Browse"

   "Select a directory" window opens

- Point-and-click on Desktop

- Highlight name of diskette

- Point-and-click on "default" and see "Temporary Directory: [name of diskette]"

From the Electronic Reserve collection, displayed files will be "saved" to the diskette named in the Temporary Directory.

The downloading feature is not available at the workstations in the EReserve area of Newman Library.

From workstations in EReserve area and the Media Center, however, you can make a printout for $.10/page.  Pickup printouts at PhotoCopy Services which is just across from Reserve in Newman Library.

## VT University Libraries
### Electronic Reserve

***What is electronic reserve?***  It is Internet access through the World Wide Web to course materials traditionally available at the Reserve Desk.  EReserve links students to course materials stored both inside and outside the library, such as those on faculty home pages.  These materials are usually faculty-developed course materials, but scanned articles and chapters are also available.  Equipment and assistance is available in the Newman Library's New Media Center.

***Who has access to EReserve?*** Everyone in the university community has access to EReserve materials, either through their own PID@vt.edu and software provided by the university at no charge  Members of the Blacksburg Electronic Village (BEV) also have access.  Because libraries are bound by copyright and fair use laws, access to EReserve is limited to the same community that has access through the Reserve Desk.

***Will these materials be limited only to people who have their own Internet access?*** **No**. Workstations are available throughout Newman Library, but the largest concentration is in the Media Center on the second floor

Direct your comments and questions about EReserve to Brenda Pratt, head of Reserve, at bpratt@vt.edu, or to Gail McMillan, Scholarly Communications Project.

*As of Feb. 13, 1996, 29 faculty have put nearly 300 files of course materials on EReserve for 33 classes.*