

Accessing Course Reserves Readings

The library manages course reserves using a module that is part of our Integrated Library System (ILS). The readings are cataloged and available now through a special sub-section of our Online Public Access catalog (OPAC).

You may access the eReserves catalog at the following address or simply use the links on the library homepage or the eSearch Portal.

http://hickory.palni.edu:4505/F/?func=file&file_name=find-b&local_base=MCP30

Finding the Readings for your Course

Providing access to the readings through the library catalog makes it easy for students and faculty to find the readings and documents by searching the catalog using specific limiters. You can limit the search by the following:

- **Course Number** –Example: SOC145 or COM101 or MAT116. **NO spaces.**
- **Instructor** – Last name, First name
- **Course** – Use the Full Course name. Example: Civil Religion or Introduction to Global Studies
- **Department** – Use the Full Dept. name. Example: History and Social Sciences
- **Keyword in Title** – This does what it says and searches for keywords in the Title of the reading.

Step 1 – Enter your search string

Type one of the following into the search field: course number, instructor, course name, department, or title. **Tip:** It helps to be as specific as possible.

PRINT AND ELECTRONIC RESERVES

Search Keywords:

Keyword(s) Title
 Keyword(s) Author
 Keyword(s) Subject
 Course Title
Professor
 Course Number

Words adjacent? No Yes

Search

Clear Form

Enter text or number:

Atlas

Search by title, author,
 professor, course title/
 number.

Step 2 – Limit your search

Use the Drop down box below the search field and select the option to match the information you just typed in.

Step 3 – Find the correct record

Look over the list of results your search returned. This is the brief record display.

Title: [Globalization 3.0](#)
 Professor / Dept: Atlas, Pierre / History and Social Science
 Course # / Name: POL361 / International Political Economy
 Check for Copies: [Marian College Library / Course Reserves:](#)

Click on the title to access the record and pdf file.

There could be many or none. *Make sure to pick the record with your instructor's name, course, and the correct reading title.*

Tip: If you did not receive results, go back and try another search using some other piece of info like the department or course title.

Step 4 – View the Full Record

From the listing of search results, click on the title link for the chosen record to see the citation information and link for the reading.

Step 5 – Access the Reading

TITLE	●Globalization 3.0
AUTHOR	●Walker, Martin.
CHECK FOR COPIES:	Marian College Library / Course Reserves:
COURSE NUMBER	POL361
COURSE NAME	International Political Economy
INSTRUCTOR	Atlas, Pierre
DEPARTMENT	History and Social Science
SEMESTERS	Spring
SYSTEM NUMBER	00000717
ELECTRONIC LINK	 https://webmail.marian.edu/reserves/pol361/walker.pdf

Full Record. click on the link at the bottom to access the reading.

- Scroll to the bottom of the full record.
- Click on the little icon that looks like a page with a globe on it that is next to the hyperlink (web address or URL). The field beside it says “CLICK ICON TO VIEW”.
- A copyright notice opens in a new window. If you agree to abide by the terms of the copyright statement then click on the little icon that looks like a page with a globe on it. It clearly says “Click ICON to view eReserves document”.

"Fair Use" of Copyright

(Please read this statement before viewing eReserves Readings)

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The Hackelmeier Memorial Library provides copyright compliance by password protecting eReserves documents. A user id and password is required to view the document. This information is provided by your instructor and is specific to each course. Upon clicking the icon below you will be prompted for a user id and password.

By accessing the link below you agree that you have read the above statement and agree to abide by its restrictions.

Click ICON to view eReserves document: 

Click CLOSE to return to eReserves catalog:

Step 6 – Password access

In order to keep from infringing on the copyrights of these readings, we have to password protect the web folder that these documents reside in. **Your instructor will give you the login and password for this in class or post it in CAMS.**

- A Windows login prompt appears. Enter the login and password given to you in **ALL lowercase letters.**
- The reading will open in Adobe Acrobat Reader. Read, print, or save as you like.

Tip: The login prompt may not appear early in the semester since the folders may not be protected yet.

Note:

Courses with multiple sections (COM101a &b) will have the specific section listed in a Note field in the Full Record. **Make sure you are accessing the correct course under the right instructor and title.**