

Electronic Reserves at SAIS Library

Frequently Asked Questions

What are electronic reserves?

Electronic Reserves (*ERes*) are course readings that have been digitized and posted on a professor's password-protected *ERes* class page so they can be viewed, printed, or downloaded from any computer with an Internet browser. They may be accessed at any time of day or night, by an unlimited number of simultaneous users. *ERes* includes special features, such as a discussion board and chat room. Some professors may also choose to post class presentations, old exams, class notes, and/or student papers. There is a link to the *ERes* site on the Library's homepage (<http://www.sais-jhu.edu/Library/>) or you can type the URL: <http://eres.sais-jhu.edu>

How do I find out if readings for a course I'm taking are available through *ERes*?

Go to the *ERes* homepage. Search for your class, or your professor, and enter the password provided by your professor. When you get to the list of items available for your class, click on the item you would like to view. When the material appears on screen you can a) view it, b) print it, or c) save it to a disk.

Do all classes use electronic reserves?

The Library evaluates the *ERes* potential for each reading list we receive, taking into consideration the nature of the materials and the size of the class. If the class reading list includes readings that can be downloaded from one of our subscription databases or easily obtained from the Internet, we will place them on *ERes*. Because digitization is a labor-intensive process and the cost of copyright permission can be high, we limit scanning of materials to courses with an enrollment of 10 or more students. We are, however, willing to negotiate the 10-student minimum with any professor who supplies readings in electronic format.

Are all assigned readings available on *ERes*, or will they be in the future?

No. Because of labor costs associated with digitizing and because of restrictions imposed by the Digital Millennium Copyright Act of 1998, it may not be possible to post all assigned readings on *ERes*. As a general rule, the Library will scan up to 400 pages for any course with an enrollment of 10 or more students. Some readings, such as portions of books in excess of 10% of the entire book, will be excluded because of stipulations in copyright law. Others, such as documents with charts and tables, may be excluded if the file sizes are prohibitive or the original document quality is too poor to scan.

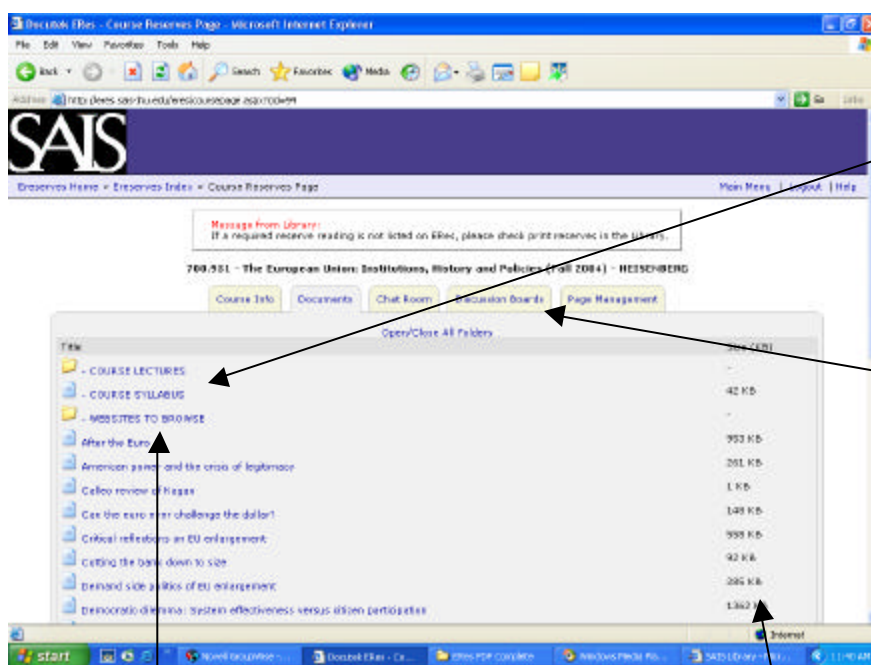
What are the software requirements for using *ERes*?

Users need a JAVA-capable browser such as a recent version of Netscape, Internet Explorer, or Firefox. In order to view *ERes* documents, users must have the "Adobe Reader" software on their PCs. Workstations in the Library and Student Computer Center already have this loaded. If your personal computer does not have this software, you can obtain it free from Adobe. You may also need various Microsoft Office products (such as Word and Excel) for some documents.

Why are some *ERes* files so large?

Each time the Library scans an article for *ERes*, we process the document so that we can quickly post a high-quality digital copy. While we try to keep the files as small as possible in order to expedite viewing, downloading, and printing, *the quality of content is our primary concern*. To achieve this, we scan each page as a full image and do some cropping with Adobe Photoshop. This occasionally leads to large file sizes, but insures that scanning will not alter the content. Please also note that most materials will print clearer than they appear on the screen, depending on the printer.

A typical course page looks like this:



Course syllabus available on each class page

Class pages also include tabs linking to Discussion Board and Chat Room functions

Readings are listed alphabetically by title. Most files are in pdf (Adobe Acrobat) format. Other formats used in *ERes* may include: html, Word, Excel, PowerPoint, etc.

Some classes have folders for Problem Sets, Lecture Notes, Presentations, Sample Exams, etc.

File size next to name of document

We'd be happy to hear any comments, questions, or concerns you might have. Please call the Library's Electronic Resources office at 202-663-5907 or e-mail us care of sasears@jhu.edu