



Date: 3/31/09  
To: Summer Eastman Faculty  
From: Gerry Szymanski, Reserve and Digital Services Librarian ([gszymanski@esm.rochester.edu](mailto:gszymanski@esm.rochester.edu))  
RE: Summer 2008 Reserve Requests

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Though the air is chill in Rochester, “Summer” is not far away! As you know, the academic version of Eastman’s Summer Session begins on June 29, 2009, just about three months from now!

As such, I will need you to turn in your reserve requests no later than **Monday, June 22, 2009**. In addition to this document, please find a reserve request form that you can fill out and email or mail back to me.

- Please be aware that reserve requests may take **a week** to process, or longer if items need to be ordered from other libraries, or recalled from patrons whom have materials checked out.
- Therefore, please submit your requests to me as soon as possible, especially if you are requesting items from the River Campus Libraries (Rush Rhees, Art/Music, etc.).
- Reserve requests will be processed in the order that they are received.

I often get asked, “What is the easiest way for me to get reserve requests to you?” My answer is “**email me!**” You can return to me an electronic version of the reserve form, which I can send you at a moment’s notice. This allows me to manipulate any data, reprint your list, organize it, etc. It’s the best tool for me to search for your materials. Email your requests to me at: [gszymanski@esm.rochester.edu](mailto:gszymanski@esm.rochester.edu)

That being said, I’ll still take written requests, of course. And you can photocopy the attached request form as much as you need. Don’t forget to include **your name**, the **course number** (for example: HUM 423), and the **date** the items are needed, on each request form. All reserve requests need to include the **author**, **title** and **call number** for each item listed. Let me repeat that last part: don’t forget the all-important **call number** of each item!

### **Blackboard goes into full swing!**

The University of Rochester has adopted the course management software **Blackboard** – with this application you can manage your entire course with calendars and syllabi, as well as add your own .doc, .pdf, and .mp3 files that students registered for your course can access.

I’ll be putting links into Blackboard that point to your streaming audio files on our server. Students will also need the streaming username and password that I’ll provide you.

Access Blackboard online, here:

<http://my.rochester.edu>

Log in with your NETID username and password

(don't have a NETID? Visit <http://www.rochester.edu/its/netid/> )

Follow the prompts to make your course available to students, and look for buttons linking to library materials and streaming audio files.

### **All the news that fits on these pages:**

**No longer bound by convention:** Just a reminder, we can **no longer** put bound periodicals on reserve at the desk. Please provide us with a clean photocopy of any articles you would like students to read from journal and magazines, and we'll gladly put them on P.C. and e-reserve for you!

**Don't take it personally:** We'll be glad to put personal copy items on reserve for you. We attach temporary tags and bibliographic records to each item as well as a "P.C." call number. Please mark your items with a Post-it note, with your name and the course number listed. You'd be surprised how many folks will give me their personal copy items without telling me who they are, and even more surprised at how many folks don't pick up reserve items at the end of the semester!

**New to you, too:** For best service, please submit requests for new items **as soon as possible** to Sandy Lemmon, Acquisitions and Serials Supervisor. You may contact her via email: ([sibacq@esm.rochester.edu](mailto:sibacq@esm.rochester.edu)).

### **Now, Voyager:**

**Voyager** is the University of Rochester library catalog. You can search the Sibley "instance" of the catalog on the world wide web at this address:

<http://sibley.lib.rochester.edu/>

Search for scores, books, recordings, and video material, and of course, don't forget the **call numbers!**

**E-everything:** E-reserves have become a successful part of the reserve process. Students can click on the link in Blackboard and an Adobe Acrobat File will open up right on the screen. Please don't submit multiple photocopies of P.C. items for reserve. With E-reserves, just **one** backup copy at the Reserve Desk will be enough.

**Streaming down from above:** Starting in 2004, the Sibley Music Library has offered streamed audio files of reserve compact discs. Faculty and enrolled students will have password-protected access to the files for any course that utilizes streaming as part of its reserves. Any computer at the Eastman campus (including the computer lab, dorm rooms, Internet Café, Sibley—including the wireless network—or anywhere on the River Campus), or any computer logged into the U of R via VPN, can access the audio files through the Blackboard course management system.

Streamed audio is really aimed at the off-campus user, such as the graduate student who lives in an apartment, or the undergraduate who wants to listen in the dorm during hours the library is not open. Students can also listen to streamed audio on 7 computers in the Sibley Listening Room, and the actual CDs will still be on reserve at the Reserve and Recordings Desk for listening inside the library.

Streaming files are now linked through the course page in the Blackboard course management system. Professors and registered students can click on the title of the CD, then the specific URL link for the class, enter a username and password, and listen to streamed MP3 files through an MP3 player such as RealPlayer, iTunes or Winamp. The username consists of the course name, number and professor (ex. “MUY591SCHERZINGER”); the password is generated randomly by the streaming program and will be distributed to professors at the beginning of the semester.

Audio files can only be streamed and cannot be downloaded onto library or personal computers. Just like at the Reserve Desk, the entire CD will be “on reserve” in the form of streamed files. Students will need to know which tracks are necessary for their classroom listening.

Please note that are some exemptions for streamed audio:

- the library **cannot** stream anthology CDs that accompany textbooks that students are expected to purchase (think NAWM);
- the library **cannot** stream burned or personal copy compact discs;
- the library **cannot** stream CDs that it doesn't own in its collection;
- and the library **cannot** transfer LP records or other medium to digital format to be streamed.

There is also a **firm** 24-hour turn around with streaming a compact disc due to the fact that files are uploaded to the server only once per day. Please get your requests in early!

**Burning down the house:** That being said, we do have a CD burner located in the recordings stacks, and CDs can be burned from other CDs, cassettes, and LP records. The same equipment is also connected to two powerful Macintosh computers in the Listening Room. T.A.s and professors are welcome to use this equipment for classroom use. But please note, again, due to the copyright, we can only stream CDs that we own here at the library. We can't stream compilation CDs that you make for your class, including those taken from LP records! This would be a perfect situation where you would upload your own files to Blackboard.

**T.A., s'il vous plait:** If you have a cadre of teaching assistants, or even just ONE helping you out with your reserve materials for the semester, please, **please, PLEASE** hand them a photocopy of this note, or ask me to forward it to them via e-mail, so that they will have a kernel of knowledge of what to do when it comes to the Reserve Desk and placing things on reserve!

If you have questions about reserve lists or items for the fall, please contact me by e-mail at [gszymanski@esm.rochester.edu](mailto:gszymanski@esm.rochester.edu) or by telephone at (585) 274-1313. Thanks!