

INSTRUCTOR'S GUIDE TO POSTING COURSE READINGS ON BLACKBOARD

The Kuhn Library provides access to course reserves through Ares from Atlas Systems; this software seamlessly integrates with Blackboard for streamlined availability and processing. The following document details how to add items to your course(s).

INTRODUCTION

Contact us: You may contact the library reserves team at reserves-group@umbc.edu or 410-455-2234 with questions, comments, or requests.

Before you begin: In order to create reserves listings, you must find or [add the Library Reserves link to your Bb Course](#).



[Library Reserves Home](#)

[Access all Reserves items](#)

COPYRIGHT INFORMATION

All requests/posts must adhere to US Copyright Law Title 17 of the U.S. Code or have written permission from the copyright holder. The AOK Library at UMBC relies on Section 107 of the Copyright Law – Fair Use, when making electronic reserve materials available to the UMBC community.

Please note that the library staff reserves the right to deny copying or reproduction orders if, in our judgment, fulfillment of the order would involve a violation of copyright law.

To ensure your request is approved, please follow our [Copyright Guidelines for Electronic Reserves #261](#), and please be sure to submit each request with its complete bibliographic citations.

For more general information on copyright, see our [LibGuide](#).

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GETTING STARTED

1. Log into myUMBC.

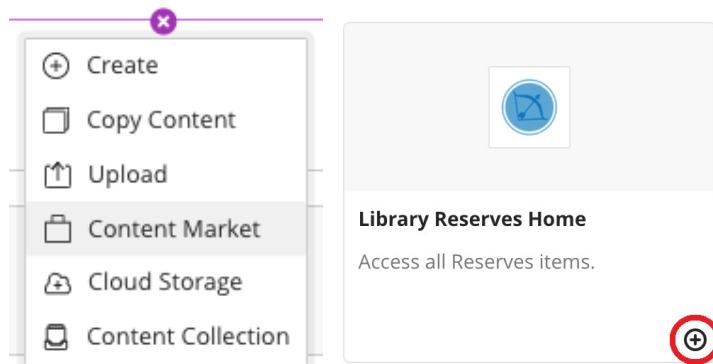
Blackboard >

2. Open Blackboard.

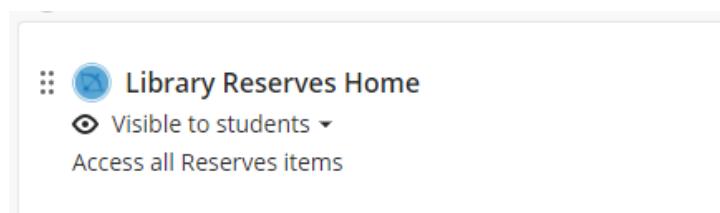
No Blackboard activity

3. Click on Courses and open the applicable course.

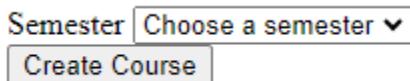
4. If you cannot find the Library Reserves Home link on your course or would like to add it to a certain section, you can select it from the Content Market by [following these instructions](#). This can be done under **Course Content**.



5. Click on the Library Reserves Home link on your course page (**not** in the Content Market) to be taken to the Course Reserve Dashboard.



6. Select the semester you'd like to submit reserves for from the drop down, then hit **Create Course**.



7. You will then be able to submit items for reserve by selecting **Add Reserve Items** on the Dashboard.



Course Details

(Library_Sandbox_ux) Library Sandbox - Ultra

Summer 2025

NAVIGATING THE COURSE RESERVE DASHBOARD

Switch to Student Mode [Main Menu](#) [Add Reserve Items](#) [See Student Activity](#)

Course Details

(Sandbox_Library) Library Sandbox
Spring 2019

[Cancel Subscription](#) if you would like an email when new items become available for this course.

You are currently subscribed [Please remove my subscription](#)

[Documentary](#) [Exam](#) [Instrumental music](#) [LC](#) [Leisure](#) [Martians](#) [Midterm](#) [Week 1](#) [week three](#)

Sort By

SORT

SAVE ITEM ORDER

Reserve Items

You will see your options at the top of the page: Switch to Student Mode / Main Menu / Add Reserve Items / See Student Activity

The last two options may display under a separate menu labeled **Item Tools**.

Switch to Student Mode

- What a student sees when they access the Ares interface (i.e. only the available reserves)

Main Menu

- Your current courses that use reserves and any reserve materials you indicated you would bring to the library as instructor provided items

Add Reserve Items

- Create a new reserve item for the current course

See Student Activity

- See how many students have accessed the reserve items

Course Details

- This section of the page will show your course information.
- If you would like to know when submitted reserve items become available, click **Subscribe Now** to receive an email alert. You may unsubscribe by clicking **Please remove my subscription**.
- This section will also display a list of any tags you have added. You can click on a tag here or in the Tags column to filter your list of reserves. See the [Adding Personal Tags](#) section for more information.

Reserve Items

- This section will display submitted requests in the various processing statuses from pending to available.
- Each request has the option to **Show Details**, **View Item**, or **Edit**. Once a request is submitted, if the option to edit your entry is no longer available and you need to do so, please contact the [Reserves Staff](#) for assistance.
- You may choose how you would like the reserves to be sorted and viewed by students in the **Sort By** drop-down menu or by dragging and dropping the items. Save your selection by clicking **Save Item Order**.

ADDING RESERVES MATERIALS

To add reserve items, select the **Add Reserves Items** link at the top of the dashboard. You will be brought to the following page.

Create a new reserve request....

 Article  Chapter  Physical Book  eBook  Media  Upload File

or import items from a current or previously-taught course.

Current and Previous Courses

Semester	Course	Course Code	Name	Reserve Items
<input type="text" value="Search Semester"/>	<input type="text" value="Search Course Code"/>	<input type="text" value="Search Name"/>	<input type="text" value="Search Reserve Items"/>	
Import Items View Course	Spring 2019	Sandbox_Library	Library Sandbox	11 items available. 21 total items.

Materials placed on reserve can include required and/or recommended reading, listening, or viewing items in any format: physical, electronic, or digitized.

- Articles that are available via an electronic database
- Books and media owned by the Library
- Personal copies of textbooks or DVDs
- Digitized copies of book chapters or journal articles – in compliance with copyright laws.
- Streamed audio or videos – in compliance with copyright laws.
- Lecture notes, sample exams, study guides, and other materials you have created.

Click on the **type of reserve** you wish to add (article, chapter, physical book, eBook, and media). In subsequent semesters, you will have the option to import items from prior courses. For more information, see [the next section](#).

For each item you submit, please indicate the **supply method** (see image below). Other required fields change by material type, but most require a **title**, **author/creator**, **publishing information**, and availability dates. For items that will be housed on **physical reserves** (books, CDs, or DVDs located in the library), please indicate the loan period for each item, which ranges from 3 hours to 7 days.

Book Chapter Request

***Supply Method**

Item should link to a website. (provide URL below)

I will upload a file. (click Submit Item button to upload file)

Library owns a copy - please retrieve and upload.

Library does not own - please obtain and make available through reserves.

If you selected to submit a website link, enter the URL here:

The default is for course materials to remain on reserve for the entire semester. If you would like to suppress an item before then, please edit the **stop date** in the **Reserve Restrictions** section at the bottom of the submission page. If you would like an item to not appear to students until later in the semester, edit the **start date**.

Reserve Restrictions			
Course Number	Name	Start Date	Stop Date
Library Sandbox		1/28/2019 <input type="button" value="Edit"/>	8/20/2019 <input type="button" value="Edit"/>

Click on **Submit** when you are finished. If you selected **I will upload a file** under Supply Method, you will be given the option to browse your computer for the item. Make sure to click **Submit Item** to complete your submission.

Upon submitting your reserve requests, the Reserves staff at the library will see your entries and begin processing your requests and checking for copyright compliance. Please remember to bring over any physical materials you indicated you would supply.

[Continue to next page: Copying/Importing Reserve Items from Previous Courses](#)

COPYING/IMPORTING RESERVE ITEMS FROM PREVIOUS COURSES

To copy a reserve item from a previous course to your current course, start by selecting **Add Reserve Items**. Instead of selecting from the format options under Create a New Reserve Request, you will select **Import Items** next to the course you would like to copy items from. Make sure you are clicking the Import Items link and **not** on the course itself.



or import items from a current or previously-taught course.

Current and Previous Courses				
Semester	Course	Course Code	Name	Reserve Items
Search Semester	Search Course Code	Search Name	Search Reserve Items	
Import Items View Course	Spring 2019	Sandbox_Library	Library Sandbox	11 items available. 21 total items.

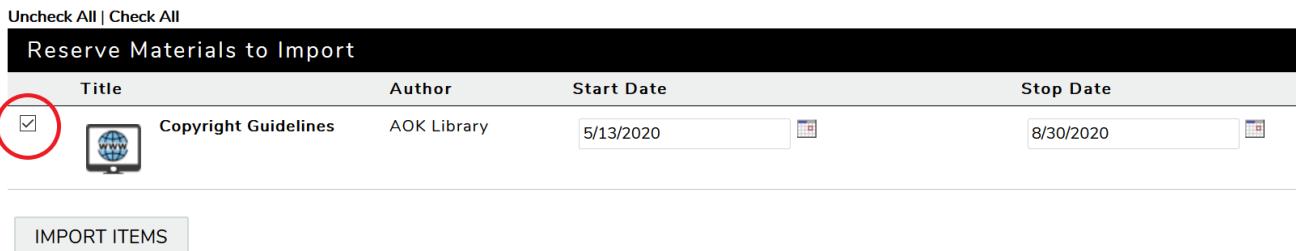
This will bring you to a page where you will be able to select which items you would like to import. Confirm at the top of the page that the course you are **Importing From** is your old course and the course you are **Importing To** is your current course.



Import From	Import To
(LibrarySandbox_SU201)Library Sandbox - Ultra Fall 2022	(Library_Sandbox_ux)Library Sandbox - Ultra Summer 2025

Then scroll down to view the list of items from your previous course. All items are selected by default.

Choose reserve items you wish to import



Uncheck All | Check All

Reserve Materials to Import				
Title	Author	Start Date	Stop Date	
<input checked="" type="checkbox"/>  Copyright Guidelines	AOK Library	5/13/2020 	8/30/2020 	

IMPORT ITEMS

If there are items you do not wish to import, deselect the checkbox next to them. You may also choose to change the start and stop dates. Once all items you would like to import are selected, click **Import Items**. Depending on how many items you are importing, it may take some time until you are brought back to the main page, where you will now be able to see the items and their statuses on your list of **Reserve Items**. If it takes time to import the items, do not click the Import Items button again as this will cause duplicate items.

NOTE: If you do accidentally import your items more than once or to the wrong course, please contact the [Reserves Staff](#) and we can help remove the duplicates.

EDITING, DELETING, AND LINKING TO ITEMS

Reserve Items

ID	Title	Author
Show Details 21224	Introducing multilingualism: A social approach	Weber, Jean Jacques
View Item	Chapter 1: Introduction	
Edit		

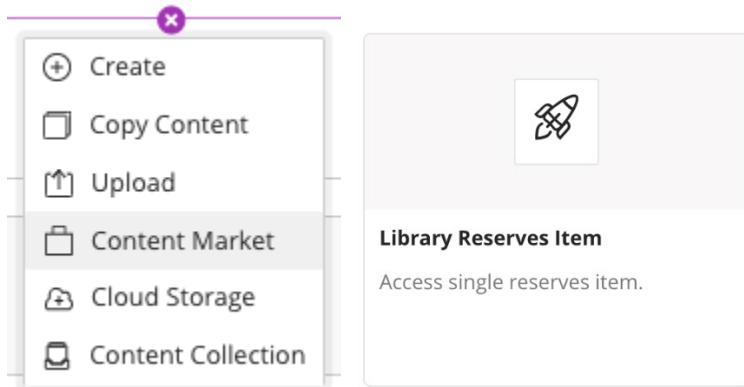
If you need to **Edit** your request you may do so as long as it hasn't yet been processed by Reserves staff. You will have the option to change the supply method, upload or re-upload a file, edit citation information, edit the start or stop dates, or add notes for Reserves staff. This page also lets you delete the item.

You may also delete an item from the **Show Details** page at any time. This page also shows the item's processing history and allows you to export the citation.

NOTE: If you accidentally delete an item and would like it reinstated, please contact the [Reserves Staff](#).

You may notice there is a permalink listed on the Show Details page for electronic items. However we would not recommend sharing this link with students, as they will likely receive an error trying to access it if they have not first been authenticated through the Library Reserves Home link.

If you would like to link to an individual reserves item on the main Bb page of your course, you can do so instead by adding it from the **Content Market** by [following these instructions](#).



The screenshot shows the Blackboard Content Market interface. On the left, a sidebar menu lists several options: Create, Copy Content, Upload, Content Market (which is selected and highlighted in blue), Cloud Storage, and Content Collection. On the right, a main content area displays a single item titled "Library Reserves Item" with the sub-instruction "Access single reserves item." Below the title is a small icon of a rocket ship.

NOTE: Students **must** access the Library Reserves Course Home link before accessing links for individual reserves items. Selecting individual links first may result in an error message. To correct this error, students should close the Ares browser window, return to their Blackboard course, and launch the Library Reserves Course Home link in their course. After the Course Home link has been launched, the links to individual reserves items should work correctly.

ADDING PERSONAL TAGS

Personal tags can be added to readings for easy viewing and organizing. Any tags you create can be found in the **Course Details** section of the Dashboard.

When you submit a new reserve item, there is a section on the form to create tags. Tags added here will be visible to students.

Item Tags

These may be used to group items and will be visible to students. Use commas to separate multiple tags.

If you would like to add tags for your own personal use, or edit the tags visible to students, you may do so from the Dashboard by clicking on the **Show Details** button on each reserve item you would like to edit. After you have made your changes, select **Modify Tags** to save.

Reserve Item

 [View Item](#) [Edit Item](#) [Delete Item](#) [Export Citation](#)

Item Available on Electronic Reserves
AOK Library
AOK Library

Public Instructor Tags (visible to student) Use commas to separate multiple tags.
library

MODIFY TAGS

Private Instructor Tags (visible only to you) Use commas to separate multiple tags.

MODIFY TAGS

If you would like to assign the same tag to multiple items, you may do so on the Dashboard by selecting **Show Tag Editor** above the Tags column. Check off the items you would like to tag, enter the tag(s) and type (instructor or personal), then save by clicking **Click to Add Tags to All Selected Items**.

Sort By

Batch-Assign Tags

***Tags:** * Indicates required field
Use commas to separate multiple tags.

***Type:** Instructor Tag Personal Tag

CLICK TO ADD TAGS TO ALL SELECTED ITEMS

Reserve Items

Batch Edit	Title	Author	Status	Tags
<input type="checkbox"/>	 Show Details View Item Edit	AOK Library	Item Available on Electronic Reserves	library

STUDENT ACTIVITY AND STUDENT VIEW

Ares provides a usage tracking feature that details how many times an electronic reserve material is used. You can access this by selecting **See Student Activity** from the menu at the top.

When an item is used at least once, you can click on **Show Detailed Usage** to see access dates. To obtain circulation count of physical items, please contact a Library Reserves staff member.

Course Details			
(Sandbox_Library) Library Sandbox			
Spring 2019			
Reserve Item Usage			
Title	Author	Usage	
Show Detailed Usage Amy, the tragic story of Amy Winehouse	Asif Kapadia	7	
Show Detailed Usage Learning Library of Congress Call Number System	Circulation Department Staff	7	
Show Detailed Usage Booklist Let them eat doughnuts	Manley, Will	4	
Show Detailed Usage Free Text Reserves Entry	Paula, Langley	4	
Show Detailed Usage ANNALS OF BURNS AND FIRE DISASTERS (2) Annals of Burns and Fire Disasters	Multiple	3	
Adventure Time (Season 5)	Turner Cartoon Network - Edited	0	
Award Winner "L'award winner"	Person	0	

From the main dashboard, you can select **Switch to Student View** to see the list of reserves as it appears to students. Students may view items via Blackboard as they become available on electronic reserve or visit the Circulation desk at the library for physical items. Students can also add their own tags and create a hot list.

Sort By	SORT	SHOW TAG EDITOR			
Reserve Items					
Hot List	Title	Author	Call Number	Status	Tags
	Search Title	Search Author	Search Call Number	Search Status	Search Tags
Show Details <input type="checkbox"/> View Item	 AOK Library	AOK Library		Item Available on Electronic Reserves	library, week 1
Show Details <input type="checkbox"/> View Item	 Harry Potter and the Sorcerer's Stone	Rowling, J.K.	PZ7.R79835 Har 1998	Item Available at Reserve Desk	hp
Show Details <input type="checkbox"/> View Item	 Journal of the Early Republic Historians on Hamilton: How a Blockbuster Musical Is Restaging America's Past	Owen, Kenneth		Item Available on Electronic Reserves	hamilton
Show Details <input type="checkbox"/> View Item	 The Hunger Games	Ross, Gary	UMDVD 7129	Item Available at Reserve Desk	dystopian
Show Details <input type="checkbox"/> View Item	 Welcome to the Renaissance	Kirkpatrick, Karen & Kirkpatrick, Wayne		Item Available on Electronic Reserves	shakespeare, week 1
ADD CHECKED ITEMS TO HOT LIST		REMOVE CHECKED ITEMS FROM HOT LIST			