

# Reserves

Welcome to the Blake Library Tutorials



Tutorial #4: Using the Reserves System

**Blake Library**

Library Catalog Search  
Keyword

Blake Library  
UMS Libraries

download audiobooks & eBooks OverDrive

Popular Databases

- Academic Search Complete
- BioOne (science)
- Business Source Complete
- CINAHL w/FT (nursing)
- Education Full Text
- PsycINFO
- SocIndex w/FT (sociology)
- See full list...

CREDOreference  SEARCH

**Find Books**

- Books in UMS Libraries
- Books in Blake Library
- Course Materials on Reserve
- Course Materials on Reserve
- Not finding your book? Borrow books from other libraries (ILL)
- Renew books online

**Find Articles**

- Articles for Research
- Course Materials on Reserve
- Full-Text Journals online
- List Blake Journals
- Newspapers
- Reference Online (quickfacts)
- Request Articles (ILL)

**OneSearch**

Quickly search, discover, and request resources

UPDATES from Blake Library

OneSearch: [About](#) | [Help](#)

Go directly to [OneSearch](#)

**What's New**

"A Brush With Inspiration"  
By Debbie Dolan  
7/6 - 8/12

Acadian Archives  
--- Closed  
Friday, July 29

General Info | Research Help

**A number of instructors place items on reserve, either in hardcopy or electronic format, as supplemental material for the course.**

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General Info | Research Help

**The hardcopy reserve items are housed behind the circulation desk in the library while the electronic reserves are available online 24/7.**

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--- Closed  
Friday, July 29

General Info | Research Help

**To find out if the hardcopy items are available to check out or to get to the electronic materials, you can click on the link titled, "Course Materials on Reserve" found under both the "Find Books" and "Find Articles" headings on the front page.**

# Reserves

URSUS

Simple Keyword | Advanced Search | Title | Author | Subject | Numbers | **Reserves** | Journals/Newspapers

**Professor, Lecturer, or Instructor Name**

Type the name you want to find, last name first, then press the Enter key or click Submit.

You can also search by:

**Course Name or Number**

Type the course name or number you want to find, then press the Enter key or click Submit.

Search

Search tips...click icon

Mariner - [User Services](#) - [Featured Lists](#) - [Help](#) - [Ask a Librarian](#) - [Contact](#)  
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Simple Keyword | Advanced Search | Title | Author | Subject | Numbers | **Reserves** | Journals/Newspapers

**Professor, Lecturer, or Instructor Name**

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URSUS

(Search History)

PROF/TA  Search

Record: [Prev](#) [Next](#)

**Profita Course**

[Birden, Sofia](#)  
[FK - LIBFYE100](#)  
[LIBFYE100 - FK](#)

**Materials for this course**

Title	Author	Call #	Format
<a href="#">Dandelions Abroad</a>	(no author)	FK Reserve -- Blue hardback --	AVAILABLE
<a href="#">Electronic Reserves Birden</a>	(no author)	FK Reserve -- Articles --	AVAILABLE

Start Over | Another Search

The next screen that appears will either be a list of courses for the professor you searched, or if there is only one course, will go straight to the list of reserve items under that course as shown here.

If you get a list of courses, simply click on the correct course.

# Reserves

**URSUS**

Start Over Another Search

(Search History)

PROF/TA birden Search

Record: [Prev](#) [Next](#)

Profita Course [Birden, Sofia](#)  
[FK - LIBFYE100](#)  
[LIBFYE100 - FK](#)

**Materials for this course**

Title	Author	Call #	Format
<a href="#">Dandelions Abroad</a>	(no author)	FK Reserve -- Blue hardback -- AVAILABLE	
<a href="#">Electronic Reserves Birden</a>	(no author)	FK Reserve -- Articles -- AVAILABLE	

Start Over Another Search

(Search History)

Mariner - [User Services](#) - [Featured Lists](#) - [Help](#) - [Ask a Librarian](#) - [Contact](#)

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**The hardcopy items will have a title, sometimes an author, and a call number. The record will also let you know if the item is available or not.**

**When you want a reserve item that is held at the circulation desk, please tell the staff what professor it is under and the title you need.**

**URSUS**

Start Over Another Search

(Search History)

PROF/TA birden Search

Record: [Prev](#) [Next](#)

Profita Course [Birden, Sofia](#)  
[FK - LIBFYE100](#)  
[LIBFYE100 - FK](#)

**Materials for this course**

Title	Author	Call #	Format
<a href="#">Dandelions Abroad</a>	(no author)	FK Reserve -- Blue hardback -- AVAILABLE	
<a href="#">Electronic Reserves Birden</a>	(no author)	FK Reserve -- Articles -- AVAILABLE	

Start Over Another Search

(Search History)

[Featured Lists](#) - [Help](#) - [Ask a Librarian](#) - [Contact](#)

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**Articles that are on reserve will be titled "Electronic Reserves," and the call number will usually say "Articles."**

**URSUS**

Start Over Another Search

(Search History)

PROF/TA birden Search

Record: [Prev](#) [Next](#)

Profita Course [Birden, Sofia](#)  
[FK - LIBFYE100](#)  
[LIBFYE100 - FK](#)

**Materials for this course**

Title	Author	Call #	Format
<a href="#">Dandelions Abroad</a>	(no author)	FK Reserve -- Blue hardback -- AVAILABLE	
<a href="#">Electronic Reserves Birden</a>	(no author)	FK Reserve -- Articles -- AVAILABLE	

Start Over Another Search

(Search History)

[Featured Lists](#) - [Help](#) - [Ask a Librarian](#) - [Contact](#)

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**Unlike the hardcopy, to access the electronic reserves you must click on the title.**

**URSUS**

Start Over Return to Course Another Search Search MaineCat

(Search History)

PROF/TA birden Search

Record: [Prev](#) [Next](#)

**Title Electronic Reserves Birden**

LOCATION	CALL NO.	STATUS
<a href="#">FK Reserve</a>	<a href="#">Articles</a>	AVAILABLE

Click Here for Articles

Record: [Prev](#) [Next](#)

Search (Search History)

Search MaineCat

[Featured Lists](#) - [Help](#) - [Ask a Librarian](#) - [Contact](#)

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**On the next page you will click on the "Click Here for Articles" link.**

# Reserves

Ereserves Home > Ereserves Index > Course Reserves Page Admin Login | Help Pages | English

Warning! The requested course page is currently password protected.

**FK-LIBFYE100 - First Year Experience (Fall 2008) - Birden**

Please be advised that to use electronic material, you must agree to the following by clicking the 'Accept' button below:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use that user may be liable for copyright infringement.

Please enter the course page password in the box below and click the 'Accept' button to continue.

Accept Decline

Finally, you will get to Docutek, our ereserve service, where you will be asked to put in a password. If you don't have your password for the course, either contact your professor or the library circulation staff at 834-7526.

Ereserves Home > Ereserves Index > Course Reserves Page Admin Login | Help Pages | English

Warning! The requested course page is currently password protected.

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The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use that user may be liable for copyright infringement.

Please enter the course page password in the box below and click the 'Accept' button to continue.

Accept Decline

Once you put in the password and click accept, you move on to where the documents are stored.

Ereserves Home > Ereserves Index > Course Reserves Page Admin Login | Help Pages | English

**FK-LIBFYE100 - First Year Experience (Fall 2008) - Birden**

Course Info Documents Page Management

Open/Close All Folders | Download All As Zip | Help Opening Documents

Title	Primary Author	Format	Size (KB)
Circulation Policy		MS Office (Pre-2007)	62 KB

The next screen will show you all the documents available for the course. In this case there is just one.

Ereserves Home > Ereserves Index > Course Reserves Page Admin Login | Help Pages | English

The sections below contain detailed information about this document.

Document Info

Document Information  
 Title: Circulation Policy  
 Date Added: 7/28/2008 1:27:58 PM  
 Number of Pages: 3

Bibliographic Information  
 Copyright Status: Not Specified

Attached Files  
 Download as zip file

File Name	File Type	File Size	Dial-up*	Broadband*
circulation_05.doc	MS Office (Pre-2007)	62 KB	0.1 minutes	0.0 minutes

\* Download estimates assume a dial-up connection at 56 kbps and a broadband connection at 4 kbps. Please click the help link at the top-right of the page.

When you click on the document title, you come to the next screen which provides additional information about the document as well as the document itself.

For those at home, the file type, file size, and Dial-up/Broadband download times may be very useful.

# Reserves

The sections below contain detailed information about this document.

Document Info

Document Information  
 Title: Circulation Policy  
 Date Added: 7/28/2008 1:27:58 PM  
 Number of Pages: 3

Bibliographic Information  
 Copyright Status: Not Specified

Attached Files  
 Download as zip file

File Name	File Type	File Size	Dial-up*	Broadband*
<a href="#">circulation_05.doc</a>	MS Office (Pre-2007)	62 KB	0.1 minutes	0.0 minutes

\* Download estimated for a dial-up connection at 56 kbps and a broadband connection at 1024 kbps. For more information, click the help link at the top-right of the page.

**You open the document by clicking on its title.**

The sections below contain detailed information about this document.

Document Info

Document Information  
 Title: Circulation Policy  
 Date Added: 7/28/2008 1:27:58 PM  
 Number of Pages: 3

Bibliographic Information  
 Copyright Status: Not Specified

Attached Files  
 Download as zip file

File Name	File Type
<a href="#">circulation_05.doc</a>	MS Office

\* Download

Opening circulation\_05.doc

You have chosen to open  
 **circulation\_05.doc**  
 which is a: Microsoft Office Word 97 - 2003 Document  
 from: http://docutek.ursus.maine.edu

What should Firefox do with this file?

Open with Microsoft Office Word (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

**Usually, a new window appears asking you to either open or save the document. This is your choice.**

Library Circulation Policy  
 UNIVERSITY OF MAINE AT FORT KENT

Policy Creation/Modification Number:

Nature of Policy Development:

Initiating Unit: Library staff

Policy Creation/Modification

Date of Policy Development:

Date of Policy Implementation:

Originating entity:

Replacing policy/process found

**If for some reason you can't open the document, you can call the circulation desk (207-834-7526) or let your instructor know. There may be a compatibility issue with the document and your program that is trying to open it.**

-DRAFT-

**Purpose:** To outline the circulating parameters of the library materials and equipment in Blake Library.

**Overview**

**I. Introduction**

Admissions Parents Athletics Current Students Faculty & Staff Alumni & Friends Quick

UNIVERSITY OF MAINE FORT KENT  
 Experience the Change

Site Search  
 Google Custom Search

Library

Blake Library

CREDOreference SEARCH

Library Catalog Search  
 Keyword

Blake Library  
 UMS Libraries

download  
 audiobooks & eBooks OverDrive

Popular Databases  
 Academic Search Complete  
 BioOne (science)  
 Business Source Complete

Find Books  
 Books in UMS Libraries  
 Books in Blake Library  
 Course Materials on Reserve  
 Not finding your book? Try searching from other libraries.  
 Renew books online

**Another option for getting to the Reserves is to go straight to the Docutek page.**

Find Articles  
 Articles for Research  
 Course Materials on Reserve  
 Full-Text Journals online  
 List Blake Journals  
 Newspapers  
 Reference Online (quickfacts)  
 Request Articles (ILL)

OneSearch  
 Quickly search, discover, and access library resources in one shot!

What's New  
 "A Brush With Inspiration"  
 By Debbie Dolan

# Reserves

UNIVERSITY OF MAINE FORT KENT  
Experience the Change

Library

Blake Library

Library Catalog Search

Keyword [ ]  
Blake Library  
UMS Libraries

SEARCH

Find E

- Books
- Books
- Course
- Not find
- Library
- Renew

Find Articles

- Articles for Research
- Course Materials on Reserve
- Full-Text Journals online
- List Blake Journals
- Newspapers
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More...

Click on the "More..." link at the bottom of the "Current Students" drop down menu.

Current Students

Resources for Current Students

- Majors
- Acadian Archives
- Athletics
- Continuing & Distance Education
- Discover Valuable Resources
- FAQs
- Final Exam Schedule
- Library
- Scholars' Symposium
- Student Affairs

- Academic Calendar [RSS](#)
- Academics
- Athletics
- Blackboard
- Book Buyback Online
- Bookstore
- Business Office
- Course Book List
- Commencement
- Continuing & Distance
- Course Search
- Discover Valuable Resources
- Docutek (Electronic Course Reserves)
- Downloading is it legal?
- Emergency Contact Information
- FAQs
- Final Exam Schedule
- Financial Aid [RSS](#)
- GPA Calculator
- Human Subject Research Documents

On the Current Students Resources page, you will find the Docutek link.

Ereserves Home

Welcome to Docutek ERes

Electronic Reserves & Reserves Page  
Find your electronic reserve materials here.

Print Reserves  
Materials on reserve at library.

Information for New Users  
If you need assistance please click on the help top-right corner of this page use the link provided in our email.

News Announcements

8/29/2005 11:16:46 AM: Create Persistent Links in ERes.  
Faculty can now create persistent links within ERes from WebCT or Blackboard. For more information, go to <http://libraries.maine.edu/mariner/eres.asp>

11:13:01 AM: To open a new ERes account create a new ERes account by contacting UMS library.

Click on the "Electronic Reserves & Reserves Page" link to start your search in Docutek.

Ereserves Home > Ereserves Index

Please use the provided search fields to locate your library materials.

Search for course pages  
course pages by Department  
course pages by Instructor  
Search for documents by Title / Author

Find courses where:

Any Search Field contains birden

Search Clear

Questions? Comments? Please contact the system managers.  
Docutek ERes v5.6.1 - © 2000-2010 Docutek, a SirsiDynix Company.  
Docutek ERes and DocuFax are trademarks of Docutek, a SirsiDynix Company.

You can search by "Any Search Field" or you can narrow down by professor, course, etc.

# Reserves

Ereserves Home > Ereserves Index Admin Login | Help Pages | English

Please use the provided search fields to locate your library materials.

Search for course pages by Department | Search for course pages by Instructor | Search for documents by Title / Author

Find courses where: Any Search Field contains birden

Displaying 10 of 1 Matching Course Pages

Course Number	Course Name	Section Number	Department	Instructor	Term	Year
<a href="#">FK-LIBPYE100</a>	First Year Experience		FK - Library	Birden	Fall	2008

Questions? Contact Docutek ERes v5.5 or Docutek ERes and Doc

**Click on the correct course link to take you to the documents for that course. Once you do, you will see the same password window we showed you when we first searched in URSUS.**

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- See full list...

CREDOreference

Find Books

For hardcopy items found at the circulation desk, the professor determines the loan period.

Loan periods range from two hours in library use to one week. Be aware of the due date when checking out the materials.

Find Articles

Articles for Research

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Acadian Archives --- Closed Friday, July 29

**One last thing. Articles on reserve do not qualify for free printing at the reference stations. If you choose to print the documents on reserve, you must do so on your own account or printer.**

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Library Catalog Search

Keyword

Blake Library | UMS Libraries

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- BioOne (science) Complete
- Business Source Complete
- CINAHL w/FT (nursing) Complete
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CREDOreference

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