Guidelines for Managing the Course Reserve Collection

In the Moodle semester reserve, you can provide reading material for your students in three different forms or via three different methods:

(1) Physical: As usual, the works are made available by the library staff on a shelf on the 2nd floor of the library

(2) Digital as scan: The library staff create a scan of the work or an excerpt of the work and make the PDF document available in the semester reserve

(3) As a link (external document): If the work is a source that is freely accessible (possibly within the university network), instructors can insert the link to the work themselves.

Within a semester reserve, all forms of provision can be mixed.

The semester reserve is set up for one semester. This means that at the end of the semester, the books from the physical semester reserve in the library will be cleared and the data in the Moodle semester reserve will be deactivated.

Instructions for Setting Up a Course Reserve Collection

Creating the "Course Reserve Collection"

The "Course Reserve Collection" activity can be made available by lecturers in Moodle with just a few clicks (Instructions for creating activities in Moodle can be found in the Moodle room "Uni Erfurt Digital Teaching" (https://elearning.uni-erfurt.de/course/view.php?id=5299).

After adding the "**Course Reserve Collection**" material, enter the title of the semester reserve. Further details are not mandatory.

The location is automatically assigned once you have added the first work. Books are physically made available on the 2nd floor of the library. (Please do not select anything for "Faculty". This option is not relevant for UE.)

Adding Works

Define the works in your semester reserve using "**Search in Catalogue**". When you click on the desired work, the details will be transferred to the form.

It is advisable to enter the relevant literature here with specific details. For searching for suitable literature, please use the established catalogs and portals for library search (https://www.uni-erfurt.de/en/university-library-erfurt/search-and-find/catalogues-and-search-portals).

After selecting a work, the bibliographic details will be transferred to the form. In the fields for title and author, you may make changes, e.g., if you want to specify the details of an article instead of the entire collection.

Course Reserve Collection 🔗

Trainer: Kathrin Brinkmann

Created at: 15.05.2025

Faculty: [Alle ▾]

ℹ Advices ✏

Due day: 31.03.2025 ✏

Location: not defined

Book definition

[Search in catalogue] [Delete] [Hide]

Title

Inklusive Medienbildung

Signature

DW 4000 B889

ID

1683723872

Author

Bosse, Ingo;

Published Year

2019

Pages to scan (Ex: 10-20;45)

External documents (as link)

[   ] [x   ]

[Add new external document]

Provide

☐ Digitally ☐ Physically

- Digitally: scan request for the library
- Physically: the book should be placed in the course reserve collection within the library

Note for library staff

Note for students

Current status

‒On work

Status : ☐ Mark as "Finished" and send information to teacher

[Save] [Cancel] [Add new book/article]

If a work is a generally freely accessible or freely accessible online resource within the UE network, then enter the link to the resource under "**External Documents (as Link)**". In this case, no scan by the library is required.

Otherwise, define how the work should be provided by the library:

digital: Pages of the work should be scanned by the library.

physical: The work should be set up as a semester reserve in the library.
Multiple selections are also possible (e.g., digital and physical).

If you want a scan of pages by the library, then enter the page numbers under "**Pages to scan**". These will then be scanned by the library and uploaded as a PDF document.

Please note: Within the scope of the Electronic Course Reserve Collection, we can scan a maximum of 15% of a book as well as individual journal articles in full according to copyright law (UrhG §60a). If the scanning request exceeds the possible 15%, the book will automatically be placed in a physical semester reserve in the library (2nd floor), in addition to your digital reserve on Moodle. In this case, the scanning request cannot be executed, and you will be informed accordingly by the library.

You can leave notes for the library and for your students per work. Feel free to use this for more precise literature references for the library, especially for journal articles where you can add volume, year, and issue.

Add more works via "**Add new book/article**".

Please also save intermittently. Only then will your details of the works be saved.

Once you have entered all the works, you can send the processing request to the library via "**Submit request to library**".

Once the semester reserve has been set up by the library, you will receive an email from the library.

Additional Notes

- Scanned pages can be accessed until the expiration date (see "Due day"). External documents are not affected by the expiration.

- Subsequent editing of the semester reserve is possible.

- From the students' perspective, the semester reserve looks as follows:

📚 **Course Reserve Collection**

Course Reserve Collection					
Created at: 15.05.2025			Due day: 31.03.2025		

Search [   ]

[Filter entries]

Author	Title	Year	Note for students	Signatur/Link	Scans
Bosse, Ingo;	Inklusive Medienbildung	2019		DW 4000 B889	
Sponholz, Liriam;	Hate Speech in den Massenmedien	2018	Please read in preparation for 20 May 2025!	712538	15-25
Wiltinger, Angelika;	Wissenschaftliches Arbeiten	2020		n/a	External document
Naumann, Kai;	Vielfalt auf dem Schirm	2023		SEM 25	