

One-Stop Course Materials Guide

The University of Denver offers instructors a variety of tools and resources for course support and creating and delivering course related materials to students. The purpose of this web page is to describe these services.

	Best for	Description	Who to contact
<u>Bookstore</u>	Books, textbooks, coursepacks, electronic texts, and custom course materials that you want students to own	Students physically purchase books or course materials at the bookstore on campus or online.	Materials can be requested through the DU Bookstore's website: go to www.dubookstore.com and select "textbook adoption".
<u>E-Reserves</u>	Articles, book chapters, syllabi and other documents that you want students to access electronically	A service in which library materials are made available electronically for students in a specified course.	Contact the Reserve Department at Penrose Library through: http://library.du.edu/site/users/faculty/reserves.php
<u>Physical Reserves</u>	Books, videos, CDs and DVDs made available to students for a short-term	Library materials are held at the Circulation Desk and made available to students for a limited checkout period.	Materials to be placed on Physical Reserves may be requested through the Reserve Department at Penrose Library: http://library.du.edu/site/users/faculty/reserves.php
<u>DU CourseMedia</u>	Video, audio, and images you want to make available to students during a course.	A courseware tool for organizing and presenting high quality images and videos. Instructors have access to over 20,000 images and over 700 library reserve videos.	To access DU CourseMedia, go to: https://coursemedia.du.edu/ . Contact reserve@du.edu for new streaming requests.
<u>Blackboard</u>	Online posting of course materials (syllabus, gradebook, assignments, exams, lectures, outlines, presentations, images, web links, etc.)	An online learning management software program that allows instructors to create web-based content and use online communication tools (email, discussion board, wiki, group and real-time collaboration tools) for their courses.	To access Blackboard go to: http://blackboard.du.edu/ , or contact Kathy Keairns at x14156 or kkeairns@du.edu .
<u>DU Portfolio Community (DUPC)</u>	Online posting of course materials including text, audio, video, and discussion forums.	A web-based searchable database of electronic portfolios for the DU community. Individual portfolios, course portfolios and community portfolios are available.	DUPC is found at: https://portfolio.du.edu/ . Contact Carrie Lorenz at x17719 or email portfolio@du.edu
<u>Media Services and Classroom Support</u>	Videoconferencing, teleconferencing, video streaming, or video shoots. We also support and manage A/V components in 114 classrooms and in Sturm Labs Rooms 353 & 354.	Provides a wide variety of services to faculty members including technical support for audio/visual course materials. Classroom Support and/or A/V equipment for classrooms and events Laptops, microphones, etc.	Contact Multimedia Services at x13595.
<u>myWeb</u>	Access to view and update registration and grading information (class rosters, wait lists, advisee lists, academic progress reports, student registration status, registration overrides, submit grades, email students).	myWeb is the interface to DU's administrative database.	Contact the Registrar at x12284 for assistance with myWeb.
<u>webCentral</u>	Access to DU resources and information important for faculty members, including myWeb.	DU's web portal, a one-stop shop providing secure access to webMail, Blackboard, myWeb, DU Portfolio, Penrose Library account, calendars, and personal announcements.	Contact Jeff Derksen at x12104 or email jderksen@du.edu

COURSE RELATED CONTENT AT PENROSE

E-RESERVES REQUESTSRESERVE@DU.EDU

PH.: (303) 871-3431

INFORMATIONAL PAGE ON ELECTRONIC

RESERVES:

[HTTP://LIBRARY.DU.EDU/SITE/USERS/FACULTY/RESERVES.PHP](http://LIBRARY.DU.EDU/SITE/USERS/FACULTY/RESERVES.PHP)**PHYSICAL RESERVES REQUESTS**(INCLUDING NEW STREAMING REQUESTS FOR
DU COURSEMEDIA)RESERVE@DU.EDU

PH.: (303) 871-3151

INFORMATIONAL PAGE ON PHYSICAL RESERVES:

[HTTP://LIBRARY.DU.EDU/SITE/USERS/FACULTY/RESERVES.PHP](http://LIBRARY.DU.EDU/SITE/USERS/FACULTY/RESERVES.PHP)

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTION OF COPYRIGHTED MATERIALS. SEE FAIR USE GUIDELINES AT:

[HTTP://WWW.DU.EDU/INTELLECTUALPROPERTY/FAIR_USE.HTML](http://WWW.DU.EDU/INTELLECTUALPROPERTY/FAIR_USE.HTML).**FAIR USE POLICIES FOR PENROSE LIBRARY****ELECTRONIC RESERVES:**

- BOOKS
 - ✓ WE WILL POST ONE OR TWO CHAPTERS OF A BOOK ON ELECTRONIC RESERVES.
 - ✓ IF THE PERCENTAGE OF ANY TITLE REQUESTED IS OVER 20%, WE WILL TRY TO PURCHASE AN ELECTRONIC VERSION OF THE BOOK, AND MAKE A LINK TO THAT FROM E-RESERVES.
 - ✓ IF WE CAN'T FIND AN ELECTRONIC VERSION OF THE BOOK, THEN WE WILL PUT THE PRINT BOOK ON PHYSICAL RESERVES FOR STUDENTS TO CHECK OUT.
 - ✓ WE RECOMMEND YOU WORK WITH THE BOOKSTORE SO THAT STUDENTS CAN PURCHASE THE BOOK.
- JOURNAL ARTICLES
 - ✓ FOR ALL ARTICLES IN JOURNALS LICENSED BY PENROSE, WE WILL CREATE A LINK TO THE ARTICLE ONLINE.
 - ✓ IF WE DO NOT HAVE AN ONLINE VERSION OF THE ARTICLE, WE WILL POST A SCANNED COPY ON E-RESERVE. ONE ARTICLE FROM AN ISSUE OF A JOURNAL IS FAIR USE, BUT TWO ARTICLES WILL REQUIRE A PERMISSION REQUEST AND COPYRIGHT FEES, WHICH PENROSE WILL COVER.

- ✓ FOR MORE THAN TWO ARTICLES FROM A SINGLE ISSUE, WE WILL EITHER PUT THE PAPER VOLUME ON PHYSICAL RESERVES, OR ASK YOU TO WORK WITH THE BOOKSTORE TO CREATE A COURSE-PACK FOR PURCHASE.
- CONSECUTIVE USE
 - ✓ WHEN YOU USE THE SAME READINGS FOR THE SAME COURSES IN CONSECUTIVE QUARTERS, WE NEED TO PROCESS THESE FOR COPYRIGHT PERMISSIONS IN ORDER TO POST YOUR READINGS ON E-RESERVES. WE WILL DO THIS FOR YOU, AND WE WILL COVER THE PERMISSION FEES.
 - ✓ CONSECUTIVE QUARTER POSTINGS CAN BECOME VERY EXPENSIVE (ROUGHLY \$140 PER READING) WE RECOMMEND THAT RATHER THAN PUTTING MATERIALS ON E-RESERVE TWO OR MORE QUARTERS IN A ROW, THAT YOU WORK WITH THE BOOKSTORE TO CREATE COURSE-PACKS FOR PURCHASE.
- RE-ACTIVATING
 - ✓ WE CHECK ALL LINKS, SCANS, AND COPYRIGHT COMPLIANCE WHEN REACTIVATING A COURSE. AT TIMES, THIS CAN TAKE AS LONG AS SETTING UP NEW RESERVES.