

## **FACULTY: Electronic & Textbook Reserves for Spring 2008**

### Electronic Reserves

If you would like to place supplemental course materials on e-reserve, please email materials to the E-Reserves Coordinator at [ereserve@bergen.edu](mailto:ereserve@bergen.edu) or bring documents to the Library Service Desk. The complete document must be included with your request. Electronic format is preferred.

#### E-reserve submissions must include the following information:

- \* Your name and contact information
- \* Course number and section
- \* Complete citation for the article or chapter
- \* What document title we should use for the e-reserve record
- \* A password your students would use to access the documents

Do you currently have items on e-reserve? Please notify the E-Reserves Coordinator, if you still need them in the Fall Session. Otherwise, the items will be taken off e-reserve.

To learn more about e-reserves, visit the web site: [www.bergen.edu/library/ereserve](http://www.bergen.edu/library/ereserve)

### Textbook Reserves

The library purchases many of the textbooks used in BCC courses for its reserve collection at the Service Desk. However, textbooks that are late additions to the bookstore list may not make it to our shelves. To make sure that the Library owns a copy of the textbook used your course, check our online catalog at [www.bergen.edu/library](http://www.bergen.edu/library). If you do not see your course textbook or need other materials placed on reserve, please email us at [reserves@bergen.edu](mailto:reserves@bergen.edu) or call the Service Desk at x7970.

Also, consider placing your personal copy of a book on "Teacher Reserve." We return "Teacher Reserve" items to you at the end of the semester, or earlier upon your request.

#### Questions about Textbook Reserves?

Call the Service Desk, at 201.447.7970, or email [reserves@bergen.edu](mailto:reserves@bergen.edu)

#### Questions about E-Reserves?

Call Yumi Pak, E-Reserve Coordinator, at 201.447.7982, Mon.-Fri. 9am-5pm or email [ereserve@bergen.edu](mailto:ereserve@bergen.edu)