AT A GLANCE: LIBRARY ONLINE COURSE RESERVES

WHAT IS LOCR?

The Library Online Course Reserves (LOCR) tool is used to add, organize, and distribute readings and resources to your students. Integrated with Connect, the system is a portal to all course reserves. LOCR allows you to provide your students with direct access to copyrighted materials both inside and outside the UBC Library collections at no additional cost. Only students enrolled in your course can access your course materials.

KEY FEATURES

- Easily add articles, books, web links and media resources as course materials.
- Upload copyrighted materials for the Copyright Office to clear on your behalf.
- Request the Library to create PDFs of book chapters or upload your own.
- Reactivate readings in future terms quickly by copying forward the material.
- Seamlessly integrate course reserves into your course.
- Provides students enrolled in the course anywhere, anytime access to reserves.

GETTING STARTED

LOCR is separate from the Connect Learning Management system and uses the Connect CWL login for enrollment verification. In order to access the course reserves, the UBC Library therefore requires that you and your students log into Connect:

1. Login to Connect with your CWL at connect.ubc.ca
2. Click on the Library Tab in the top-right menu.
3. In the My Courses section on the right of your Library page, locate and click on your course.
4. Start adding or accessing your course materials. To browse and select new reserve items, click on the Add Reserve Items tab. For more information on how to add reserve items to your course, please refer to our Add Reserve Items in LOCR Quicksheet.
LOCR is part of the Connect template in new Faculty of Education shells. Look for the Library Course Reserves link in your left-hand course menu to access it.

COPYRIGHT CLEARANCE

The Permissions Office will seek copyright clearance for any readings that require permission from copyright holders, including publishers. Clearance permissions vary amongst publishers and resolving them may take up to four weeks. Files will also be assessed for copyright clearance each time the course is offered and uploaded into your new course section. This activity may take up to ten business days following submission of requests. More information on course reserves is available at courses.library.ubc.ca, or contact your local Library branch.