

# AT A GLANCE: LIBRARY ONLINE COURSE RESERVES WHAT IS LOCR?

## 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 Canvas, 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 for-credit students enrolled in your course can access your course materials.

**When will students gain access?** Your LOCR items will be available to students during the ordinary duration of the term plus 8 weeks. If you have modified your course start date in Settings, please note that an end date for your course is also required for LOCR content to be accessible to students.

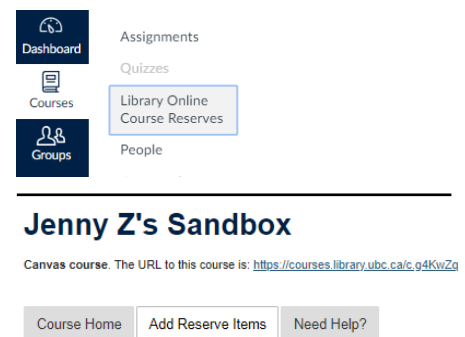
## KEY FEATURES

- Easily add articles, books, web links and media resources as course materials
- Upload your own PDFs or request the library scan items from their collection
- Copy forward readings in future courses
- Seamlessly integrate course reserves into your course
- Provides students enrolled in the course anywhere, anytime access to reserves

## GETTING STARTED

In order to access the course reserves, the UBC Library therefore requires that you and your students log into Canvas: (does this mean people who haven't logged in Canvas yet do not have access to LOCR-including profs)

1. Log in to **Canvas** at [canvas.ubc.ca](https://canvas.ubc.ca).
2. Within your course, click on the Library Online Course Reserves link.
3. In the **My Courses** section of your LOCR page, locate and click on your course.
4. Click on the **Add Reserve Items** tab to get started.



## ADDING RESERVES

Once you have chosen the type of material you would like to add, fill out the necessary information and select the reading title.

Place Items on Reserve for Jenny Z's Sandbox

Requests for Library Items may take up to 14 days to process depending on the time of year/branch

<b>Library Content</b> ←	<b>Instructor-Supplied Content</b> ←
<input type="checkbox"/> Article	<input type="checkbox"/> Web Resources (e.g. blogs, news, YouTube)
<input type="checkbox"/> Book	<input type="checkbox"/> PDF Upload
<input type="checkbox"/> Chapter/Excerpt	<input type="checkbox"/> Physical Item
<input type="checkbox"/> DVD/CD & Streaming Media	
<input type="checkbox"/> Request Purchase	

By default, the reading dates are set to match with your course dates, but you have the flexibility to change them. You can also make the readings required. Adding notes or tags is an organizational tool that also allows you communicate with students.

Submit Item: Electronic Article

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▼ Required Information ←

Journal Title Research in Drama Education	Item Available From ← 1969-12-17
Article Title Education	Cannot be earlier than the start of the course
Author(s) Anton Franks	Item Available Until 2000-01-01
Page(s) 325	Cannot be later than the end of the course
Article URL_Visit <a href="http://ubc.summon.serialssolutions.com/2.0.0/link/0/eLvHCXMwtV07T8MwED4BXVgQFCsgFHxohiziV-">http://ubc.summon.serialssolutions.com/2.0.0/link/0/eLvHCXMwtV07T8MwED4BXVgQFCsgFHxohiziV-</a>	Required Reading ← <input type="radio"/> Yes <input checked="" type="radio"/> No
Optional Information	Loan Period N/A
Notes & Tags ←	

Submit Item Cancel

## 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 <https://copyright.ubc.ca/> or under "Need Help?" at [courses.library.ubc.ca](https://courses.library.ubc.ca), or contact the Education Library at: [education.reserve@ubc.ca](mailto:education.reserve@ubc.ca).