

GREENLEASE LIBRARY DOCUTEK ERES FAQ FOR STUDENTS

What is Docutek ERes?

Electronic reserves material available to students and faculty 7 days a week, 24 hours a day from any computer on or off campus. Rockhurst University shares this online service with Avila University and William Jewell College. Documents are password protected because of copyright laws. Access is restricted to authorized faculty and students. Students only have access to documents within their course page.

How do I access Docutek ERes?

From the library's website click on the link to "Electronic Reserves" from the menu on the left on any page of the website. Additional access points on the library website are in the Electronic Resources Alphabetic List of Databases page and from the Faculty Resources page.

Can I link to Docutek ERes from WebCT?

Yes, if your instructor has put a link to Docutek ERes in their WebCT course page. Ask your instructor about this if you don't see a link.

What software do I need to access Docutek ERes?

Viewing and printing ERes materials requires an up-to-date browser and Adobe Acrobat Reader, which can be downloaded free from <http://www.adobe.com>.

How do I know what the name of my class electronic reserve course page is?

Your instructor will give the name of the course page after the material has been loaded into Docutek ERes. Usually you can find the page you want by searching by your instructor's last name.

Is a password needed to access the electronic reserve material?

Yes. Your instructor must distribute the password to you. Library staff cannot give out the password to your course page.

Is there a limit to the number of times I can access a Docutek ERes course page?

No. However, the material may be removed from the system at the discretion of the faculty member. Material will not be available for more than one semester in a course page.

How do I print documents?

Just as you would any other document by using your printer command on your computer.

How do I find help using Docutek ERes?

On the library website use the "Docutek Electronic Reserves Student Guide" at <http://www.rockhurst.edu/services/library/faculty/Eresguide.pdf>. Also, once you are in Docutek ERes you can view the tutorial "Getting Started with Docutek ERes" or click on the "Help" link.

Who do I contact if I have questions about Docutek ERes?

If you have questions call the library at 816-501-4142.