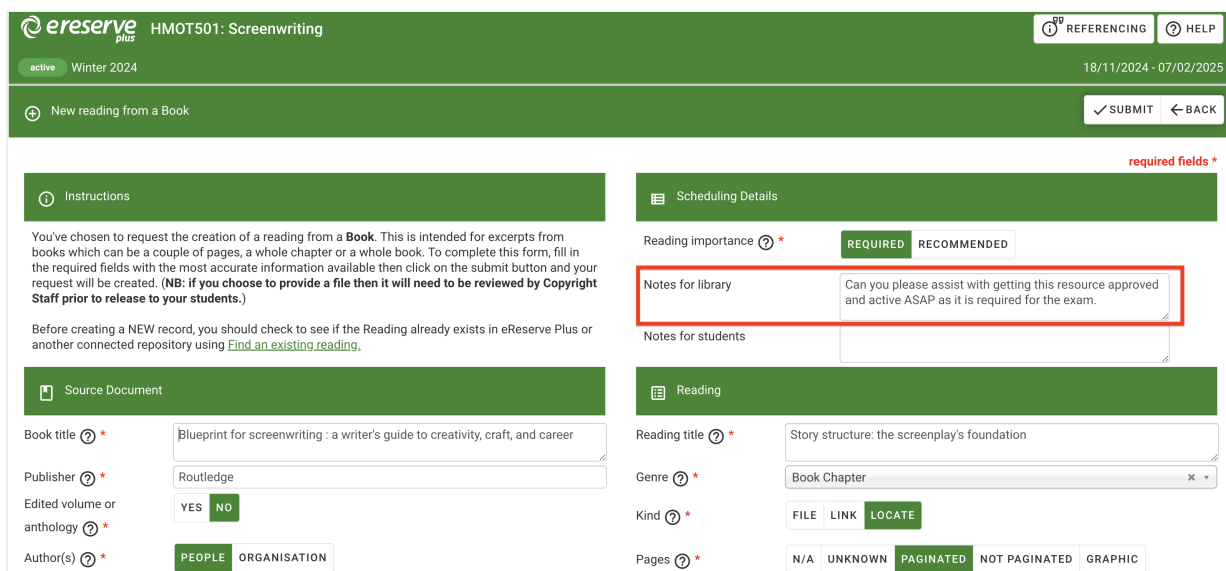


Notes to Library Queuing

Summary: This document outlines details on the Notes to Library Queuing feature within eReserve Plus

Overview

When faculty requests a resource for their list, they have the ability to include notes to the library via a Notes for Library textbox.



ereserve plus HMOT501: Screenwriting

active Winter 2024

18/11/2024 - 07/02/2025

NEW REFERENCEING HELP

+ New reading from a Book

✓ SUBMIT ← BACK

Instructions

You've chosen to request the creation of a reading from a **Book**. This is intended for excerpts from books which can be a couple of pages, a whole chapter or a whole book. To complete this form, fill in the required fields with the most accurate information available then click on the submit button and your request will be created. **(NB: if you choose to provide a file then it will need to be reviewed by Copyright Staff prior to release to your students.)**

Before creating a NEW record, you should check to see if the Reading already exists in eReserve Plus or another connected repository using [Find an existing reading](#).

Source Document

Book title * Blueprint for screenwriting : a writer's guide to creativity, craft, and career

Publisher * Routledge

Edited volume or anthology * YES NO

Author(s) * PEOPLE ORGANISATION

Scheduling Details

Reading importance * REQUIRED RECOMMENDED

Notes for library Can you please assist with getting this resource approved and active ASAP as it is required for the exam.

Notes for students

Reading

Reading title * Story structure: the screenplay's foundation

Genre * Book Chapter

Kind * FILE LINK LOCATE

Pages * N/A UNKNOWN PAGINATED NOT PAGINATED GRAPHIC

Figure 1 : Adding a note for library in a request as faculty

Sometimes these notes are required for library staff to see and to take action. With the Notes to Library Queuing feature enabled, any request containing notes for library will be held in the queue for review, allowing library staff the ability to take actions on those requests.

For faculty staff, there will now be field text within the 'Notes for library' to advise that adding a note will flag the request for library action which may possible delay the approval for the reading.

HMOT501: Screenwriting

100

REFERENCING

?

HELP

active

Winter 2024

18/11/2024 - 07/02/2025

+

New reading from a Journal

✓

SUBMIT

←

BACK

?

Instructions

You've chosen to request the creation of a reading from a **Journal**. This is intended for excerpts from journals which can be a couple of pages, a whole article or a whole journal. All you need do to complete the form is to fill in the required fields with the most accurate information available then click on the submit button and your request will be created. **(NB: if you choose to provide a file then it will be reviewed by Copyright Staff prior to release to your students.)**

Before creating a NEW record, you should check to see if the Reading already exists in eReserve Plus or another connected repository using [Find an existing reading](#).

📄

Source Document

Journal title *

required

Organisation *

required for readings with a file

Volume *

required for whole journal readings with a file

Year published *

required

📅

Scheduling Details

Reading importance ? *

REQUIRED

RECOMMENDED

Notes for library

adding a note will flag your request for library action and delay the approval of your reading

Notes for students

📖

Reading

Reading title *

required (except for Whole Journals)

Genre *

Please choose a genre

Author(s) *

PEOPLE

ORGANISATION

Figure 2 : Additional notes in the Notes for library field

For library staff, a new 'Notes From Requestor' status label is visible on a request if there's a note from Faculty. Additionally, Library staff can use the From faculty filter within Requests Management page to easily see all requests that contain a note from faculty.

Filters

Processing Status

☒ All
☐ Unprocessed
☐ Processed
☐ Rejections
☐ Expired

Notes Present

From faculty

On

For processing

Off

Time Periods

Reading requests

🔍

REVIEW

👤

CHANGE REVIEWER

🔄

REFRESH

Find request

🔍

10

▼

requests

1 to 10 of 93 requests (filtered from 751)

Reading

	Starts	Ends	Submitted	Updated
📄 Submitted Notes From Requestor TESTHPH101-S1-2020 23/12/2024 07/02/2025 23-12-2024 04:09 AM 23-12-2024 04:09 AM				
📄 Processing Notes From Requestor TESTHPH101-S1-2020 23/12/2024 07/02/2025 23-12-2024 03:00 AM 23-12-2024 03:14 AM				
📄 Pending Notes From Requestor LAPR401 01/01/2026 30/06/2026 04-11-2024 04:25 AM 04-11-2024 05:01 AM				

Figure 3: Using Filters to narrow down request to only requests with a note from faculty

Review Details

Current reviewer

Support Engineer

Submitted

23-12-2024 04:09 AM

Updated

23-12-2024 04:11 AM

Requester

HPH1101-S12020: Philosophy

First name

Grace

Last name

Hopper

Email

eres.academic@ereserve.com.au

Phone number

Selected reading

EReserve

Educational Philosophies and Principles

Smith, J. (2022). Educational Philosophies and Principles. In *The Philosophy of Education* (pp. 46–59). Routledge. Retrieved from https://example.com

Repository Record

Location: EReserve Repository

Availability

Active

Winter 2024 (18/11/2024 - 07/02/2025)

Reading List

Duration *

Start

23/12/2024

End

07/02/2025

Communication Kind *

External Link

Reading importance *

Required

Recommended

Part of course pack? *

Yes

No

Notes

From Academic

Can you please assist with getting this resource approved and active ASAP as it is required for the exam.

For Students

Please read this for your upcoming Exams

For processing

BACK

HISTORY

UPDATE

REJECT

APPROVE

Figure 4 : Reviewing a request with a note from faculty

Accessibility Statement for
eReserve Plus

Privacy Policy & GDPR
Compliance

Security
Compliance

©2025 eReserve Pty Ltd. All rights reserved.