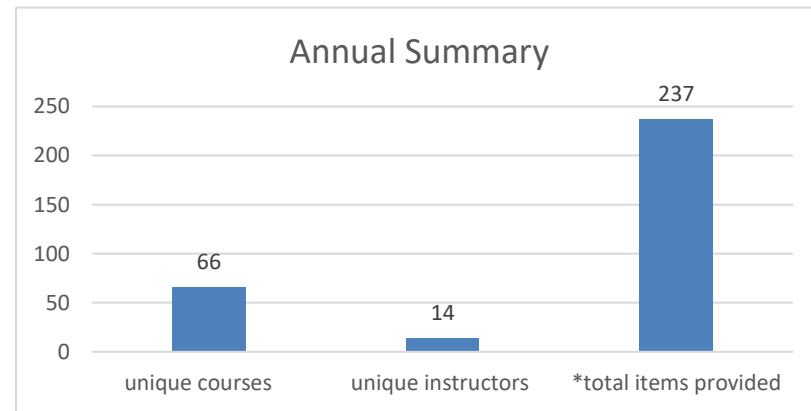
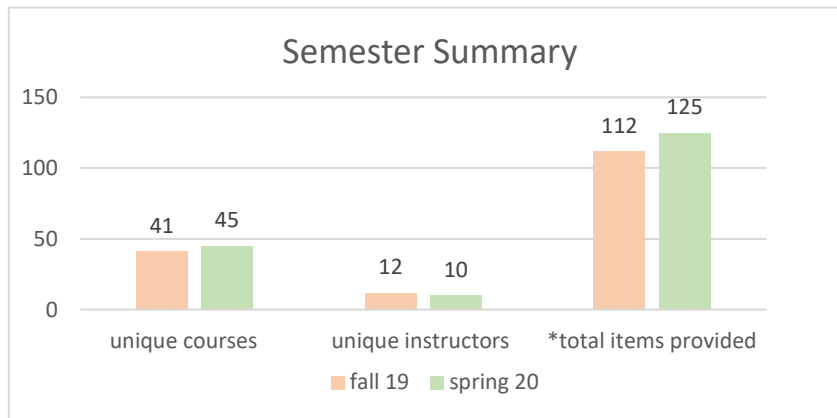
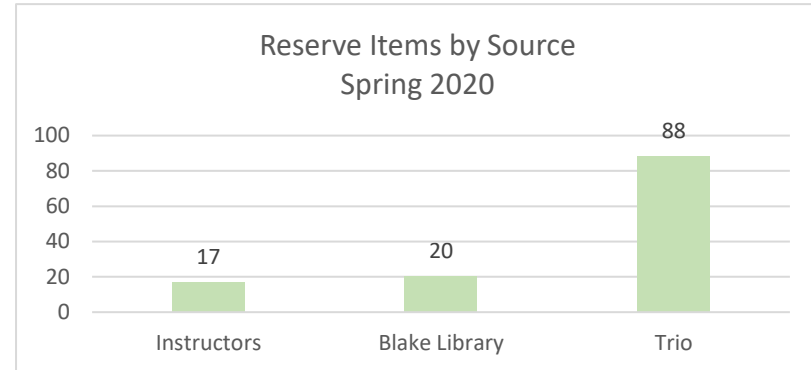
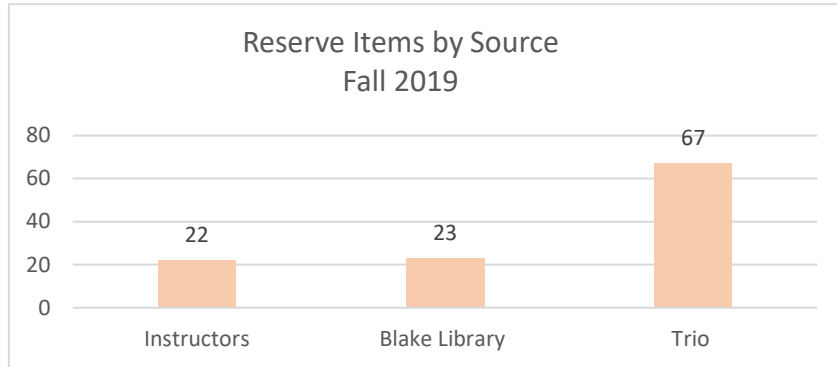


Reserves Breakdown FY2020



*Total items provided does not equal unique items.

SCANNING AND DOCUMENT PLACEMENT SERVICES FY2020

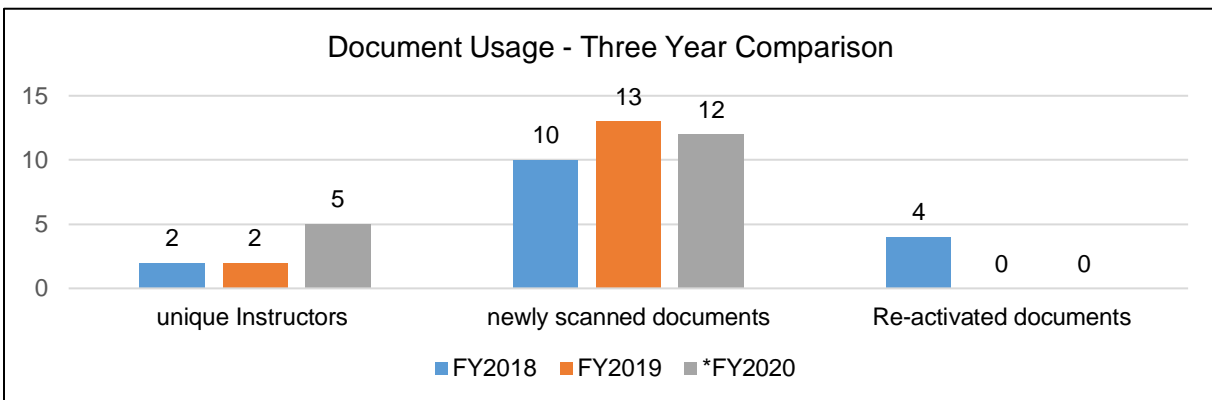
Term	unique Instructors	newly scanned documents	Re-activated documents	instructors assisted document placement	total instructors unassisted document placement
summer 2019	none	0	0	0	0
fall 2019	4	8	0	4	0
spring 2020	1	4	0	1	0
8 wk Mar	none	0	0	0	0
summer 2020	none	0	0	0	0

SERVICES SUMMARY:

Provided e-reserve services to 5 unique instructors; 5 received course document placement assistance; 0 placed documents on their own. Scanned 12 new course documents and reactivated 0.

Scanning Comparison Across Three Years

Term	unique Instructors	newly scanned documents	Re-activated documents	total instructors assisted document	total instructors unassisted document placement
FY2018	2	10	4	2	0
FY2019	2	13	0	0	2
*FY2020	5	12	0	5	0



*Reserve documents scanned for transition to all online course instruction in March 2020, due to Covid-19 closure of campus.

	unique instructors	number of courses	number of documents
spring 2020	25	34	373
summer 2020	4	4	31