



University of Maryland
**Health Sciences
and Human Services Library**

FACULTY GUIDELINES FOR SUBMITTING COURSE RESERVE READINGS

Faculty who wish to place required readings on reserve should submit their syllabus or their marked bibliography to the Health Sciences and Human Services Library (HS/HSL) Course Reserves unit.

General Information:

The HS/HSL puts items on reserve in compliance with United States copyright laws.

When possible, journal articles are scanned into our electronic reserves system (Eres). If readings are from a book, we place the volume on reserve.

Lists are processed in the order they are received, with no exceptions. We post a list of requests and the date they were received at the Circulation Desk for students' information.

July 3 and November 23 are the usual deadline dates for submitting required readings for the fall and spring semesters respectively. Lists received after those dates may not be processed on time to meet the demands of the students.

A limit of 50 required readings per course can be placed on reserve. A limit of one copy (photocopy or scanned image) of a journal article is placed on reserve. For books, one copy per 40 students may be placed on reserve, with a maximum of three copies.

Scanned articles are archived at the end of each semester and books are returned to the stacks.

Copyright information:

Permission from the copyright holder must be obtained for journal articles being placed on reserve an additional semester for the same instructor and the same course. HS/HSL pursues copyright permission as a courtesy to our faculty (some universities/colleges defer this responsibility to their faculty). HS/HSL pays up to \$50.00 per article for royalty fees invoiced by the copyright holder. **The library does not put on reserve an article that exceeds \$50.00 in royalty fees (UNLESS the faculty member is willing to pay the remaining amount); if permission is denied,** the faculty member will be notified and may elect to place an alternate reading on reserve.

Guidelines:

- In order to expedite processing, we ask that you include:
 1. your name
 2. phone number
 3. class size (required by the Copyright Clearance Center [CCC] and many publishers)
 4. course number and title
 5. and the date items should be put on and taken off reserve.

- Full citations are necessary in order to accurately process the items; any item without a citation will not be put on reserve.
- Faculty members who feel they must exceed the limit of 50 items should contact Course Reserves no later than 10 weeks prior to the beginning of the semester, and should have a bibliography to submit at that time.
- If a list exceeds 50 items, only the first 50 will be placed on reserve, unless the instructor indicates otherwise on the list.
- No bound or unbound volumes of journals are put on reserve. Special issues may be purchased, but please allow ten weeks for the process.
- The reserve staff will photocopy up to 50 pages per item for reserve use. Each article is stamped on the first page with the Copyright warning.
- If not owned, the library will purchase a maximum of 2 copies of a book for reserve use, and will request journal articles through Interlibrary Loan.
- Items requested to be placed on reserve are processed according to the policies and procedures of the HS/HSL.
- HS/HSL reserve staff do not automatically keep items on reserve for the following semester. Faculty must contact us if they are teaching the same course and want the same readings on reserve.

Contact: 410-706-7928 if you have any questions regarding Course Reserves at HS/HSL.