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 (Ares). If readings are from a book, 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. 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.

Guidelines:

• In order to expedite processing, we ask that you include:

1. your name

2. phone number

3. class size

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.

 • If not owned, the library will purchase a single copy 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.