



Course Reserves: Guidelines for Faculty

Procedures for Submitting Electronic Reserves

- Instructors must supply a completed copy of the Electronic Reserve List form, which is available at <http://www.library.pitt.edu/services/requests/eres.pdf>, with complete citations for all material being placed on e-reserve to Owen Library Circulation Staff.
- Reserve staff in Hillman Library will scan individual articles and book chapters if the copy submitted is of good quality and printed on a standard 8.5" x 11" paper. Clean copies of articles and chapters make legible scans. Single-sided copies scan faster.
- Course Packs are NOT eligible for scanning.
- If an article an instructor wishes to use is available from any of our electronic resources, please provide the URL and we will link directly to the e-version. You do not need to print it out.
- Instructors are responsible for copyright compliance related to the materials they place on reserve. Please familiarize yourself with the ULS policy found at <http://www.library.pitt.edu/guides/copyright/>, and be sure that your request adheres to these basic guidelines: Items can appear on reserve in only one format. Only one excerpt, or 10% of each source text, *whichever is less*, can be placed on any one reserve list.
- Instructors will receive separate access passwords for their lists and are responsible for distributing them to their classes.
- Items are handled on a first come, first served basis. Please submit your reserve materials as soon as possible, and allow up to four weeks for processing. In the event that an item must be available immediately, a photocopy of the item may be placed temporarily on reserve at Owen Library until it becomes available electronically.
- There is a 60 item limit to the number of items placed on reserve per instructor, per course, per term.
- Access to materials on E-Reserve ceases after the course's final exam. If material is needed beyond that point, please make arrangements with Circulation Desk staff.

Please note: Lists completed before the start of the term will not appear in PITT*Cat+* until the first day of the term, as given on the UPJ Registrar's calendar.

Placing Books and Audiovisual Materials on Reserve

- Course Reserve forms must be filled out completely. Retrieving the books/audiovisual items from the stacks and submitting them with your completed form will allow us to process your reserve list more efficiently. Reserve forms can be obtained at the Circulation Desk. Submit completed forms to the Owen Library Circulation Staff.
- The deadline for submitting book/audiovisual reserve lists, in order for the items to be available for the first day of the term, is two weeks before the semester starts.
- Titles that are not currently in the Owen Library collection, but are available elsewhere in the ULS may be requested for Course Reserve via IntraLibrary Loan by contacting Circulation Desk staff. To request that a title be purchased for Owen Library, please contact the Collection Management Librarian at 269-7290. Please allow 4-6 weeks for the library to process a new purchase.

- Items can be placed on two-hour, one-day, or three-day Reserve. Please indicate the length of time you would like items on reserve for your course to circulate. The two-hour time limit is preferred, as it helps to ensure an item's availability for the most students.
- There is a 60 item limit to the number of items placed on reserve per instructor, per course, per term.
- Personal copies of books/audiovisual items will be returned to the instructor at the end of the term **unless** other arrangements are made.

If you have any questions, please call the Owen Library Circulation Desk at 269-7300.