

# Course Reserves: Guidelines for Faculty

## Traditional & Electronic Reserves

**\*\*The University Library System encourages the use of Electronic Reserves. Resources placed on E-Reserves are available to students 24 hours a day via PITT*Cat* from any networked computer. The instructor is responsible for distributing the access password to his/her class.\*\***

## Guidelines for Placing Print Materials on Traditional Reserve

- Book reserve request forms must be filled out completely. Retrieving the books from the stacks and submitting them with your completed form will allow us to process your reserve list more efficiently. Reserve request forms can be obtained at the Circulation Desk. Submit completed forms to the Owen Library Circulation Staff.
- Books that are not currently in our collection can be ordered. Please allow 4-6 weeks for us to process book orders.
- The deadline for submitting reserve lists, in order for the items to be available for the first day of the term, is two weeks before the semester starts.
- 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 books and/or photocopies placed on reserve per instructor per course per term.
- Personal copies of books will be returned to the instructor at the end of the term **unless** other arrangements are made.

## For Photocopies:

- Instructors are responsible for copyright compliance related to the materials they place on reserve. Please familiarize yourself with the ULS policy found at [www.library.pitt.edu/guides/copyright/](http://www.library.pitt.edu/guides/copyright/). The ULS fully expects that instructors are following the U.S. Copyright Act of 1976.
- The instructor must supply all photocopies of copyrighted material, along with a Photocopy Reserve Form (PDF), which includes complete citations. This form can be found at [www.library.pitt.edu/services/requests/eres.pdf](http://www.library.pitt.edu/services/requests/eres.pdf). Please print and fill it out and submit it with the photocopies.
- Instructors should provide only as many copies as are absolutely required to meet the demands of the class. Traditionally, this has been defined as one copy for every twenty students except in extraordinary cases.
- No more than one chapter of any given book may be photocopied and placed on reserve, although multiple copies of such chapter or excerpt may be placed on reserve.
- There is a limit of three (3) photocopies per periodical volume per course per term.
- It is illegal to repeatedly place the same photocopies on reserve each semester. Therefore the library will return all photocopies to the instructor at the end of each term.

## Guidelines for Submitting Material for Electronic Reserves

- Instructors must supply a completed copy of the [Electronic Reserve List](#) (PDF) form 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 single side. 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. Do not bother to print it out.
- Please read the Library's statement on [Copyright and Course Reserves](#).
- As with print reserves, items are handled on a first come, first served basis. Please give us your reserve materials as soon as possible. Submitting items at least one month prior to the start of an academic term will help to ensure that students have access to e-reserve items at the start of the term. If materials need to be added to a list throughout the term, they should be submitted one to two weeks prior to when they will be used by students.
- The 60 item limit applies to e-reserves lists.
- Access to materials on E-Reserves cease after the course's final exam. If material is needed beyond that point, please make arrangements with Circulation Desk staff.

If you have any questions please call the Owen Library Circulation Desk at: x7300.