

## Alliant Library – Physical & Electronic Course Reserves Policies & Procedures

### ***Physical Course Reserves***

*Items to be housed in the library for either in-library or limited checkout use:*

Faculty members must submit to the library any materials they wish to place on reserve and fill out a reserve form specifying the class, session, and restrictions of the materials.

If the materials are in the home library's circulating collection, we request that faculty or their TAs retrieve the materials from the collection and submit it along with the reserve forms. Materials located at other Alliant locations CANNOT be placed on reserve. You must submit your own personal copy or request that the library purchase it.

Please follow all university copyright policies. All reserve materials thus submitted are available at the Circulation Desk for student check out. Unless otherwise specified by the instructor, reserve materials are restricted to in-library use only. At the end of the semester, materials provided by the instructor are returned to him/her; materials owned by home library are returned to the stacks.

### ***Electronic Course Reserves***

#### **What are Electronic Course Reserves?**

Electronic Course Reserves, or E-Reserves, are reserved course readings that are scanned, saved as PDF files, and made available through the Alliant Library Catalog. Access to these materials is password protected so only students enrolled in the class may view, download and print them from any computer on campus or from remote sites.

#### **What materials may be placed on E-Reserve?**

E-Reserves are an extension of the traditional course reserve model. Appropriate materials should be short items and may include: journal articles, book chapters, conference proceedings, sample papers, diagrams, graphs, a poem from a collected work, a short story from an anthology.

Inappropriate materials include entire books (only 15% of a book can be scanned), dissertations and theses, entire technical reports, portions of works representing a major portion of complete work and other items that stand alone. The library locations will still house regular reserves for items that can't be placed on e-reserve. Please see guidelines for regular reserves on the Library web site.

#### **How to place materials on E-Reserve**

- Please submit E-Reserve requests at least 3 weeks prior to the beginning of class, or 3 weeks before students will need them. Reserve requests will be processed in the order received.
- Fill out the Electronic Reserves Form and email it to a contact person at your local library or bring the form to the library with the materials.
  - Include your name, class number, class title, and academic term.
- Material may be submitted in any of the following formats:
  - Electronic format if already scanned or as Word or PowerPoint files.
  - URL if material is available on the Web or through one of the library's electronic subscriptions to journals or databases. Include journal or database name. We will link to the article.

- One clean, legible photocopy of each item on 8 ½" by 11" paper. Source of photocopy (e.g. journal volume or book title) should be clearly identified. Please ensure that any materials you submit are in compliance with copyright guidelines.
- Please submit a reasonable number of readings that you can expect your students to read. Scanning materials that will not be read presents an unnecessary workload for library staff.

### **Removing and reusing materials**

Items may be removed from E-Reserves at any time. Contact your home library to do so. Items may be added during the semester, but require an Electronic Reserves Form.

Under the "fair use" provision of copyright law, copyrighted materials may not remain on electronic reserve indefinitely. At the end of each semester or year (for year-long courses), all E-Reserves will be deactivated.

If you wish to put exactly the same materials on reserve for the same course for a subsequent semester, please indicate on a new Electronic Reserves Form that you intend to reuse the same materials, specifying course number and title and the last term taught.

If you wish to make changes to a previous list, please submit a revised form with the new material, URL, or citation.

### **Accessing Electronic Course Reserves**

- The Library will assign a password for each discrete course and section.
  - The password will be given to the instructor, who will distribute it only to students enrolled in the respective course section, instructing students not to share the password with other individuals.
  - The Library will not distribute passwords directly to students.
- To access e-reserves items, go to the Library web site at <http://library.alliant.edu>.
  - Click on "Instructor" under "Course Reserves"; enter instructor's last name.
  - Click on the title of any reading that has a format of "Electronic Copy Available".
  - Enter the course password on the Verification Page.
  - If you use Blackboard or Moodle, reserves can be linked from your class pages. The students will need to have a current library account and the password to access the e-reserves.

Please note that you need Adobe Acrobat Reader to view E-Reserve files. You can download a free latest version of Adobe Reader at: <http://www.adobe.com/products/acrobat/readstep2.html>