

TO: All Faculty Members

FROM: Lori Locke, ODY Library, x5170
Melissa Burchard, Lauanders Science Library, x5400

SUBJECT: Course Reserves - ELECTRONIC Materials

Please take a few minutes to familiarize yourself with our reserves policy. Your compliance with our guidelines for submission will help us to process your library reserves as quickly and as accurately as possible. Please attach a reserve request slip to each new item you place on reserve. All reserves are processed in order of receipt.

- ~ Complete and attach to your photocopies one request slip for each item you are placing on reserve and deliver or mail them to ODY or Lauanders.
- ~ If you wish, you may include a copy of your course syllabus. This will help us to process your material more efficiently, and will also be available as a backup for students who have forgotten or misplaced their copy.

Originals submitted for e-reserves scanning can be single- or double-sided, on 8-1/2" x 11" paper and not stapled together. In addition, there should be minimal black margins/shadows on pages.

REMEMBER: IF JOURNAL ARTICLE YOU ARE USING IS CURRENTLY AVAILABLE FULL TEXT ONLINE, JUST SEND ME THE PERSISTENT URL AS I CAN LINK TO YOUR COURSE RESERVES PAGE. NO HARD COPY NEEDED FOR SCANNING.

*When your e-reserves are ready for viewing,
we will email you a memo with instructions and
the password to share with your students.
If you wish, you may choose the password.*

IF YOU SIMPLY WISH TO RE-USE DOCUMENTS FROM PREVIOUS SEMESTERS, JUST EMAIL OR CALL AND WE'LL "REACTIVATE".

Please feel free to contact us with any questions or concerns. Thank you.