TO: All Faculty Members

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

SUBJECT: Course Reserves - ELECTRONIC Materials

It is time to begin submitting e-reserve materials for your classes. Please take a few minutes to familiarize yourself with our reserves policy (attached). Your compliance with our guidelines for submission will help us to process your library reserves as quickly and as accurately as possible. Enclosed you will find the reserve request slip which must be submitted with 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 that you are placing on reserve and deliver or mail them to ODY or Launders.

~ Please include a copy of your syllabus for each course for which you are submitting reserve materials. 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 may be single or double sided on 8-1/2” x 11” paper. In addition, there should be minimal black margins/shadows on pages. Documents that do not meet these guidelines for scanning may be returned to you for recopying.

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 furnish us with the password.

IF YOU SIMPLY WISH TO REUSE 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.
SLU Libraries Electronic Reserves Policy

Submitting materials for electronic reserves: Reserve request slips are distributed to each faculty member prior to the start of each semester. Faculty members wishing to place materials on reserve should bring or send a completed form with the materials to Lori Locke at ODY Library or to Melissa Burchard at Launders Science Library. To expedite the processing of your reserves, please fill out the forms as completely and legibly as possible. All reserves are processed in order of receipt.

Photocopies for scanning may be single or double sided and should be as clear as possible. Dark margins and heavy shadows between pages should be kept to a minimum as they increase the file size of a scanned document substantially, leading to longer download times, printing difficulties, and frustration for students as they try to access the material. Documents that don’t conform to these guidelines may be returned to you for recopying.

Some documents are not appropriate for electronic reserves. Photocopies or other documents that are of poor quality, are excessively long, or contain large numbers of detailed images will be placed on “hard-copy” reserve. Faculty will be notified when a document cannot be made available electronically.

Copyright Concerns: Permission to place copyrighted material on reserve must be obtained from the copyright holders, which the SLU libraries attempt to obtain for you through the Copyright Clearance Center. Permission is good for one semester only. If you use the same material in subsequent semesters, permission must be obtained for each use. Although this is usually not a problem, we cannot guarantee that permission to use material repeatedly will be granted.

Copyright holders often charge a fee for placing materials on reserve, which is paid by the libraries. If permission to place material on reserve is refused by the copyright holder, or if the fee for using the material is very high, we will contact you to discuss alternate arrangements.

Reserve materials are intended to supplement, not replace, textbooks or coursepacks.

Ultimately, faculty members who use copyrighted materials bear the legal responsibility for the use of those materials. You should therefore make every effort to be aware of copyright law as it pertains to reserves. The SLU Libraries cannot be responsible for any copyright violations incurred in the selection and use of reserve materials.

Privacy Issues The New York State Civil Practice Law and Rules (Article 45, Section 4509) prohibits us from sharing information about a person's use of library resources with anyone but
that person, unless we are required to do so by court order. Therefore, we cannot provide you with a list of students who have checked out a particular reserve item, nor can we enclose a class roster or sign-in sheet with a particular item for your students to initial or sign once they have read the material.

Questions?

If you have any questions, please contact us.

~ Lori Locke, ODY Library (229-5170 or llocke@stlawu.edu)
~ Melissa Burchard, Launders Science Library, (229-5400 or mburchard@stlawu.edu)
~ Rhonda Courtney, Access Services Librarian, (229-5479 or rcourtney@stlawu.edu)