

Gibson D. Lewis Health Science Library

Guide to Course Reserves

RESERVE REQUEST FORM

Only instructors and their authorized assistants may submit Reserve Requests or remove materials from reserve. The only exception is for Permanent Reserve items, which library staff select based on frequent usage or risk of loss.

Initiate a Reserve Request with the Reserve Request Form. It is important to complete the form in its entirety, including instructor, contact information, course number (e.g., BMSC 5610), as well as the call number, author, and title of each requested item.

The electronic version of the Reserve Request Form is preferred. It is available (in MS Word format) from the Forms page on the Lewis Library website: download it, fill it out in Word, and then send it to libcirc@unthsc.edu as an e-mail attachment. A paper version of the form is available at the library service desk.

Instructors with complete citations may attach them to the request and only complete the top part of the Request Form providing name, contact information, class name, number of students, etc.

Course reserve pages are created in the ERes system where all materials submitted are listed. The students can link to electronic content, or find the call number for physical materials. Permanent URLs to the Course Reserve Page are provided once the request is completed.

TIME REQUIREMENTS FOR PROCESSING

Before reserve materials can be made available to students, several processing steps must be accomplished. To ensure that materials are available in advance of the assignment, allow one week for processing of reserve items at the beginning of the semester, and three days during the semester. Requests are processed in the order in which they are received.

PHYSICAL RESERVE MATERIALS

Print and media reserve materials are shelved behind the Circulation Desk on the main floor of the library. Our policy limits one copy of an item for every 30 students, with a maximum of 3 copies. Other options can be explored if additional copies are needed; the department can loan copies to the library or an e-book license could be considered. Students and others must present a valid UNTHSC ID to check out materials. Four reserve items may be checked out at one time.

Collective works such as those with different authors for each chapter are often a source of confusion. When assigning a chapter or article in a collective work, please

be sure to reference the larger work in the syllabus or assignment as well as the Reserve Request.

Example:

"The Management of Nursing Services" by Marjorie Beyers, found in *Health Care Administration*, Fourth Edition, Lawrence F. Wolper, editor

LOAN PERIODS & POLICIES

Physical reserve items check out for a 2-hour, 4-hour, 24-hour or 3-day loan period. The default loan period is 2-hour, library use only. The instructor chooses the preferred loan period for each item on the request form. Be aware that 2-4 hour items are restricted to use within the library.

Fines for overdue reserve items are \$1.00 per hour. Every effort is made to check in reserve items immediately upon their return.

PROCEDURES & PROCESSING

Books owned by the Lewis Library:

Once a Reserve Request Form is received, library staff will pull the requested book(s). To expedite processing, the instructor or their assistant may pull requested items and bring them to the Circulation Desk with the completed Reserve Request Form.

- If the books are still checked out, please tell the library staff so that they will be checked in before being placed on reserve.
- If a book needed for reserve is currently checked out to someone other than the instructor making the request, the item(s) will be recalled by the library staff.
- If a requested item is determined to be missing, the instructor will be notified immediately and library staff members will continue to search for it.
- Reference books do not circulate and are not placed on reserve. A photocopied or scanned excerpt can be put on reserve instead.

Books not owned by the Lewis Library:

- **Purchase Requests:** When requesting the purchase of a book that is not in the library's holdings, submit the Reserve Request at least six weeks prior to the assignment to ensure enough time for purchase, delivery and processing. Library staff will check for availability and initiate the acquisition process. If acquisition and processing will take longer than the time allotted, the instructor will be notified.
- **Personal Copies:** Bring personal copies of books to the Circulation Desk. On the Reserve Request Form, check "Personal Copy" and fill in author and title information. Library staff will assign a call number, create a catalog record, and place labels on the outside cover. To facilitate circulation, a non-

removable barcode will be affixed. Personal copies placed on reserve are subject to the same security measures and face the same risks as library property. A non-removable security tag will be placed inside the book.

- Books borrowed from libraries other than the Lewis Library cannot be placed on reserve.

Journals:

In order to keep the print journal collection intact and available for use, entire volumes and issues are not eligible for reserve. Print or electronic copies of articles are used instead (see *Photocopies and Electronic Reserves* below).

Photocopies:

If an electronic version of an article is unavailable, a photocopy may be the only way to provide material to students. Please provide complete citations of articles so library staff can find the article. Photocopies of other materials are permitted; however, students prefer electronic access to their course materials.

Because students often need to cite an article and may be unable to locate the source, the complete bibliographic citation should be provided on the Reserve Request. Library staff will create a record for each copy. Please check the "Personal Copy" box on the request form. Non-removable labeling may be affixed to the photocopy.

Unless the instructor requests otherwise, the title(s) appearing on the Request Form will be the title(s) used for the catalog record and the list of reserves. To prevent confusion, frustration, and wasted time for students, please make sure that the title given to the library staff corresponds with the one given to students.

Instructors should be aware of the limits of Fair Use under U. S. copyright law. Reserve Requests may be declined if, in the professional judgment of the library staff, the copying exceeds the limits of fair use. Generally, no more than one chapter from a book or one article from a journal issue may be copied for reserve.

Photocopies placed on reserve without evidence of permission from the copyright owner will be returned to the instructor at the end of the initial reserve period. In accordance with national guidelines, re-use of photocopied material in the next term or any subsequent term will require written permission from the copyright owner or payment of copyright fees. Library staff can assist in obtaining permissions; the department of the requesting instructor will be charged for any fees incurred.

For more information about reserves, copyright law, and fair use, consult the following web pages:

Crash Course in Copyright

<http://www.utsystem.edu/OGC/IntellectualProperty/cprtindx.htm>

Copyright Basics (U.S. Copyright Office Circular 1)

<http://cool.conservation-us.org/bytopic/intprop/circ1.html>

Fair Use of Copyrighted Material

<http://fairuse.stanford.edu>

<http://www.utsystem.edu/OGC/IntellectualProperty/copypol2.htm>
 ALA Model Policy for Reserves
<http://www.cni.org/docs/infopols/ALA.html#mpup>

Association of College & Research Libraries: Statement on Fair Use and Electronic Reserves
http://www.ala.org/ala/mgrps/divs/acrl/publications/whitepapers/statement_fair.cfm

Electronic Reserves:

For added convenience many materials can be made available in electronic form through ERes, the library's electronic reserve system. They may be accessed on or off campus, 24 hours a day. This is particularly useful for large classes, and for students who live and work some distance away. Instructors are encouraged to provide materials in electronic format to their students whenever it is feasible.

Access to electronically-licensed content is restricted to those with UNTHSC network accounts. If linking is not available a password will be created for that document. Once a course has been established in the Eres system, the library staff will provide the instructor with a password that should be distributed to students in the class (but not to others). Copyright restrictions that apply to physical materials also apply to electronic resources.

Electronic reserves can come from several sources:

- **E-books:** E-books are accessed from the library catalog record. The electronic course reserve list in E-Res will have a link for the title leading to the catalog record. The catalog page will link to the e-book itself. If the library owns a physical copy of the same book, placing both formats on reserve is recommended— some e-books can be accessed by only one user at a time.
- **Full-text articles:** Some full-text articles within subscription databases can be linked to a course reserve list. This is possible only in those cases where a stable URL exists, which varies by database vendor. If a stable link cannot be created, then a copy of the article can be downloaded for reserve and, if necessary, scanned to create an electronic version. Password protection will be necessary to adhere to copyright law.
- **Print materials:** Although not the preferred method, most print materials can be scanned and the resulting files stored on the library's web server as a PDF (Portable Document Format). Before preparing such materials, check with the Access Services Librarian to ensure copyright, licensing or Fair Use has been determined. The files are then linked from the course reserve list. The instructor may provide the PDF file, or the library staff can prepare it. For library-prepared files, there is a 30-page limit per item and a 20-item limit per course. To request that a print item be made available as

an electronic reserve item, select "E-reserve" in the Loan Period field on the Reserve Request Form form.

Please Note: Preparing e-reserves from paper copy is a labor-intensive process, so please consider the relative benefits before requesting this service.

To create legible PDF files, it is essential to scan from the original or a high-quality photocopy.

When creating a PDF file for e-reserve use, please scan the document at 200 dpi (dots per inch), then crop and edit as-needed. These files will be uploaded without further editing.

To prevent excessively long download times, files should not exceed 2 Mb in size. It may be necessary to divide large documents into multiple PDF files.

- **Electronic Files:** Other electronic file types can be added to the course reserve list: PowerPoint presentations, Excel spreadsheets, and JPG images are some examples. If a course is not using the other features of Blackboard, the ERes system can provide an alternative means of delivering these files to students.

HYPERLINKS FOR USE IN BLACKBOARD

Library staff provide permanent URLs to the Course Reserve Pages in Eres for linking in Black Board. Other relevant links can be provided as well, such as "Ask a Librarian."

REMOVING MATERIALS FROM RESERVE

Instructors or their assistants may request that material be taken off reserve at any time, either in person or in writing. Unless requested for the next term or designated as permanent reserve items, all reserve materials will be taken off reserve at the end of the term. The exception is textbooks, which remain on reserve until the end of the academic year.

After processing, personal copies taken off reserve will be routed to the instructor's mailbox or office. Materials submitted for electronic reserves will be returned as soon as processing is complete.