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Faculty Instructions for Course Reserves Placing Materials on Traditional or Electronic Reserve

Traditional Course Reserves Guidelines:

Reserve materials are high use items needed by students for class work and are typically loaned for short periods of time. Books, DVDs, computer software, and other physical items may be added to the traditional reserve collection. Reserve items may include personal items or items from the Alverno Library collection.

Please note: Traditional reserve items are for **STUDENT USE**. When faculty check reserves items out, they should be returned promptly.

The following items may not be placed in the physical reserve collection:

- Items owned by another library.
- Copies that are not copyright compliant (e. g. bootleg copies).

Submitting materials for Reserve:

- Items should be delivered to the Alverno Library and accompanied by a completed [Reserve Request form](#).
- Items may be placed on reserve for a maximum of two years.
- Please allow library staff 48 hours to process reserve requests.

Electronic Reserves Guidelines:

Electronic reserve items are digital copies that are made accessible online through the Alverno Library's website. Items can include scanned pages from a book and journal articles.

Restrictions apply for copyright protected materials: Based on federal Fair Use guidelines, there are limits on permissible amounts and duration. Please see the [Reserve Request form](#) for Electronic Reserve restrictions or contact an [Alverno librarian](#) for more information. The [Fair Use checklist](#) will help you determine if a use is permissible under federal copyright law.

Submitting materials for Electronic Reserve:

- Documents should be photocopied and delivered to the Alverno Library. Or, instructors may email digital copies directly to the [Course Reserves librarian](#). A completed [Reserve Request form](#) should accompany all electronic reserve items.
- For documents available in an Alverno Library database, instructors are encouraged to provide access in Moodle (rather than Electronic Reserve) via the document's persistent (permanent/stable) link.

The Alverno Library reserves the right to refuse a Reserve request if, in its judgment, fulfillment of the request would involve violation of copyright law.