Paper Reserves:

Look up course reserves by faculty names:

- Art
- Engineering

Faculty may place books and photocopies on Reserve at the Circulation Desk for their courses. These materials are for use in the library only. Please submit your requests and photocopies to Leigh Wright, Technical Services Assistant (Room 123), Monday through Friday between 8:00 and 4:00 or to Beverly Crowell, Public Services Librarian (Room 105), Monday through Friday between 9:00 to 5:30. We try our best to make reserve materials available within 24-48 hours (excluding weekends). However, we may need additional time at peak processing periods (such as beginning of each semester) or in special circumstances.

Electronic Reserves:

"ERes" Service: Faculty may choose to have Scholes Library deliver their course reserve materials in an electronic format so that it will be available to all registered students 24 hours a day - 7 days a week. Course materials are scanned by library staff and linked from a password protected web page created exclusively for that course. In addition, faculty may also choose to have an electronic chat room or bulletin board created for a course and linked from the ERes course page. Delivery of electronic course materials are also subject to federal copyright regulations but can be delivered electronically due to the password-protected environment.

Faculty who are interested in providing an electronic reserves page for their courses may contact the appropriate librarian as follows:

- Eva Sclippa : Art and Design
- Beverly Crowell : General Information

Once a course has been setup, additional Electronic Reserve materials may be given to Beverly Crowell, Public Services Librarian (Room 105), Monday through Friday between 9:00 and 5:30. Processing time for Electronic Reserve Materials will be slightly longer due to the scheduling of the document scanning and image conversion processes. Copyright Regulations Please note that Scholes Library observes U.S. copyright law in regard to both traditional and electronic reserves. We are unable to process reserve materials that are not in compliance with copyright regulations as commonly interpreted by academic libraries today.

The basic regulations we follow are:

- Copies of journal articles or book chapters may be kept on Reserve no longer that one semester without written permission from the copyright holder.

- For regular Reserves, one copy per 10 students enrolled in the class may be placed on Reserve, with a 10 copy maximum.

-One chapter or 10% of a book, whichever is less, may be copied for Reserve use. Additional information is available from the Public Services Librarian.