



Reserve Services Faculty Instructions: Placing Materials on Course Reserve

General Information: Faculty and academic staff may place course materials on Traditional and/or Electronic Reserve (E-Reserve) for use by students in a particular course. Course Reserve materials generally consist of: Journal articles (no more than one article from a single volume and issue of a specific journal title may be used), book chapters (not to comprise more than 15% of the entire book), lecture notes and sample exams. Traditional Reserve materials also include: Library books, faculty-owned books and the UWM Resource CD. Library- and faculty-owned DVDs and videotapes are now placed on Reserve at the Media Library, located in the lower level west wing of the Golda Meir Library.

Traditional and Electronic Reserve Requests: Please fill out a Reserve Materials Request form, located online at: <http://www.uwm.edu/Libraries/Forms/res-1.html> for each item that you want on Traditional or E-Reserve. You may also fill out yellow paper request forms for each item. These forms may be obtained from the Reserve Desk (located on the first floor, east wing of the Golda Meir Library). *Additionally, a syllabus or reading list with complete citations may be substituted for the online or paper requests forms.* A syllabus allows Reserve Services staff the ability to process your material in the order that your students need it.

Submitting Material for Inclusion on Traditional and Electronic Reserve: For quickest service we encourage you to retrieve books and copy journal articles yourself and bring them to the Reserve Desk. Books with the completed yellow paper request forms may also be dropped at the main Circulation Desk. Please inform the Circulation staff that the materials are for Reserve Services.

IMPORTANT NOTE: If you are copying material for E-Reserve, please be aware that clear, clean, 1-sided, non-returnable copies are required for that process.

Semester Deadlines: The Reserve and E-Reserve staff process thousands of items each semester, the majority of which are done in the first few weeks of classes. Please submit your requests as early as possible. *Items for Traditional Reserve will usually be processed by the Reserve Desk and ready for student use within five working days. E-Reserve materials must be received by the E-Reserve staff approximately three weeks prior to the semester start date to ensure that your class has the first few weeks of readings available by the first day of classes.* Faculty may bring in materials for Traditional and E-Reserve throughout the semester; lead times may be shorter depending on the departmental workload at that time.

Copyright Considerations: Traditional and E-Reserve materials must fall under Fair Use Guidelines. If a faculty member needs materials copied or scanned for Traditional or E-Reserve that, in the library staff member's judgment, exceeds the bounds of Fair Use Guidelines, then copyright permission must be secured by the faculty member and evidence of that permission must be forwarded to the Reserve Services Librarian or Reserve Desk Supervisor for each semester that the materials are to be used. Additionally, any fees or charges associated with obtaining copyright permission are the responsibility of the faculty member. Anthologies comprised of several articles or chapters cannot be placed on Traditional Reserve – each article or chapter must be considered a separate item. Commercially produced videotapes placed on Traditional Reserve must be copyrighted for public performance. More detailed information about Copyright and Fair Use Guidelines can be found at: <http://www.uwm.edu/Libraries/Res/copypol.html>. Printed copies of these Guidelines are also available at the Reserve Desk.

Questions about Reserve Services: Please contact Kathy Bowes, Reserve Services Librarian, at 229-3698 (email kbowes@uwm.edu), Becky Clinnin, E-Reserve Supervisor at 229-3698 (email rherzog@uwm.edu) or Aaron Dobbs, Reserve Desk Supervisor, at 229-4954 (email dobba@uwm.edu). *We are very willing to meet with faculty in person – please phone or email ahead to make an appointment with us and we'll set up a meeting time.*