

REGULAR & ELECTRONIC RESERVES

Instructor's Guide

Regular reserves are materials that are placed on our “Reserves Shelves” for students to check out. The instructor will determine whether these materials can be taken outside of the Library or given a limited check-out period for use within the Library.

To Place Materials on Regular Reserve:

- Fill out a Reserves Request Form (see below) to accompany the materials you bring to the Circulation Desk. In order to process your materials efficiently, please make sure that every section of the form is filled out completely. You will receive an email once your materials have been processed.
- A manila folder must be provided for articles being placed on Regular Reserves.
- **Note** - Reserve materials are removed from “Reserve Status” at the end of the quarter. Faculty will need to renew materials by filling out another Reserve Request Form.

Electronic reserves are digital copies of documents placed online and accessed through the campus version of *Moodle*. Using the Tech or Library website links to *Moodle*, students can access these documents online at any time during the quarter.

To Place Documents on E-Reserve:

- Fill out a Reserves Request Form (see below) to accompany the documents you bring to the Circulation Desk. In order to process your documents efficiently, please make sure that every section of the form is filled out completely. You will receive an email once your documents have been placed on *Moodle*.
- In order to facilitate scanning original documents for E-Reserve, we ask that the submitted paper documents be single-sided and letter size (8½ X 11).
- **Note** - Electronic documents are barred from student access at the end of each quarter in compliance with the U. S. Copyright guidelines. Faculty will need to renew materials by filling out another Reserve Request Form.

For further assistance, please contact Reserves Specialist Bob Woody @ ext. 3555.



Prescott Memorial Library

Reserves Request Form

Name: _____

Dept: _____

Email: _____ Ext: _____

MATERIALS:

_____	<input type="checkbox"/> Book	<input type="checkbox"/> Article
_____	<input type="checkbox"/> Book	<input type="checkbox"/> Article
_____	<input type="checkbox"/> Book	<input type="checkbox"/> Article
_____	<input type="checkbox"/> Book	<input type="checkbox"/> Article
_____	<input type="checkbox"/> Book	<input type="checkbox"/> Article
_____	<input type="checkbox"/> Book	<input type="checkbox"/> Article
_____	<input type="checkbox"/> Book	<input type="checkbox"/> Article
_____	<input type="checkbox"/> Book	<input type="checkbox"/> Article

(If needed, use back of sheet.)

Course Title & Number: _____

Check-Out Period: One day (overnight) Two hours (inside Library)
 2-day checkout 3-day checkout

Reserve Period: Full Quarter Dates: _____

Type of Reserve: Regular Reserve (folder of articles or book on Reserve Shelves)
 Electronic Reserve (document posted on *Moodle*)
 Regular & Electronic Reserves (entire books **cannot** be scanned)

PLEASE NOTE THE FOLLOWING:

- **Allow 48 hours** (excluding weekends) for processing materials
- Copies of book excerpts and articles must be submitted on **8½ X 11 paper, single-sided**
- A **manila folder** must accompany articles to be placed on Reserve Shelves
- At the end of each quarter, please **pick up your materials** if you want them. Due to limited space and copyright guidelines, personal materials will be discarded two weeks after the quarter ends.

Signature: _____

Date: _____