Reserves for Instructors

For Faculty & Instructors [1]
Services [2]


Placing items on Reserve at Morris Library allows all students in courses to access materials while ensuring equal access and protecting the items.

Morris Library No Longer Offering Electronic Reserves

After much consideration, Morris Library has decided that it will no longer provide Electronic Reserves services effective beginning with the 2017 Fall Semester. We believe that D2L offers a better way for students to access the electronic readings for classes. D2L is central space for students to look for all your class material. We realize that the Library e-reserve system represents one more hurdle between them and the readings they need for your class. We will continue to manage print reserves.

We would like to assist you in this transition as much as possible. Should you need assistance migrating your course documents to D2L, the Center for Teaching Excellence has a Teaching Toolbox [5] dedicated to documents and tutorials that will walk you through the process. You may also email, call, or chat with them. Their contact information is:

- D2L Helpdesk email – mycourse@siu.edu [6]
- D2L Phone Number – 618-453-1024
- Center for Teaching Excellence Office is in Morris Library on the First Floor. Hours are 8-5, Monday-Friday.

Thank you for your understanding, and please let us know if we can help you in this process.
General Criteria and Submission Guidelines for Reserve Items

- To guarantee availability of items during the first week of class, please submit reserves requests two weeks before the beginning of the semester.
- Requests are handled on a first-come, first-served basis. Reserves staff will strive to complete requests within five working days of receipt, barring the following delays:
  - Request interpretation problems such as incomplete citations and illegible handwriting
  - Requests larger than 10 items per class cannot be guaranteed within the two-week pre-semester submission timeframe. Please contact reserves@lib.siu.edu to discuss requests larger than 10 items.
  - Requests for library purchases
- The responsible faculty member must complete a request form citing each item that is to be placed on Reserve. Forms are available here or from the Circulation Services desk on the first floor of Morris Library.
- Reserve material is not intended to be used by students in place of purchasing required textbooks and course materials as specified in the course syllabus or by the University Bookstore.
- Instructors must respond to correspondence (typically e-mail) from library staff for clarification and review of reserves requests in order to continue uninterrupted use of the service.

Restrictions on Some Reserve Items

- Shelf Reserves (Print & other physical formats):
  - Unless special circumstances can be accommodated, all shelf items placed on reserve circulate only within the library for 2 hour periods with no renewals.
  - Special permission for faculty to check Reserve items out of the building for an extended time period may be possible through a Reserves Supervisor or other Circulation staff member, depending on availability.
  - Instructors are strongly discouraged from removing items from reserve prior to the end of the semester for which they are intended. Personal copies can be returned within two weeks of the end of the semester.
- All original material is the property of the person who created it.
- Original works created by students are not only copyrighted, but also protected by the Family Educational Rights and Privacy Act of 1974 (FERPA).
- The student must give his or her permission for any use other than the original intent.
- When the student is enrolled in the class, that permission is implied.
- During that semester, the instructor may place the student-created material on Reserves.
- Use after the original semester, however, requires written permission from
the student. This permission must be on file in the Reserves Department before the material can be made available.

- Student-produced material:

**Placing Shelf Items on Reserve**

To place a shelf item *owned by Morris Library* on Reserve, use our Reserves Request Form [4]. Items that are currently checked out will be recalled, but cannot be made available within the usual processing timeframe.

Required textbooks, if not already owned, will not be purchased by the library. A personal copy may be provided by the instructor for placement on reserve.

To place a personal copy of a book, film, CD, etc. on reserve, complete the Reserves Request Form [10], and bring it with the item to be placed on reserve to the Circulation Services Desk, 1st floor, Morris Library.

**Requesting Purchases of Reserve Items**

**Copyright**

The staff of Morris Library continue to monitor copyright law interpretation. Please speak with a Reserves staff member or the Head of Circulation for specific guidelines in the selection and processing of material you wish to place on reserve. Please refer to the library’s Copyright @ SIU [11] guide for best practices in educational applications of fair use.

Source URL (retrieved on May 6 2018 - 6:25am):
http://www.lib.siu.edu/reserves

Links:
[6] mailto:mycourse@siu.edu
[7] mailto:reserves@lib.siu.edu