

## Reserve Guidelines

### **Traditional Reserves**

1. The library does not automatically put all required textbooks on reserve. If you have a personal copy of a text available, please consider bringing it to the library for us to place on reserve for student use.
2. The reserve request sheet should accompany all reserve materials. These are available in the library and the Faculty Resources page of our web site. Please give us three business days to process your materials, especially during the beginning of the quarter.
4. In order for us to provide the best possible service to you and your students, please refer to the reserve material by the same title in class, on the syllabus, and on the item label if necessary. Also, remind students that they will need to have their photo ID with them in order to check out any reserve items, including those that are for use in the library.

### **Electronic Reserves**

1. Many different file types can be placed on e-reserves. Acceptable electronic file formats include .doc, .pdf, .ppt, .jpg, and .rtf. We can even place audio files on e-reserve. If you have a different electronic format you would like to use, please ask and we'll see if it's compatible. If an article is available online via a UC database, we can link directly to it.
2. If what you have is only available in hard copy (a book, journal issue, or photocopy), we'll scan it for you, and make it available online for your students.
3. If you need to use more than one article from a specific journal issue, or more than one chapter from a specific book, we'll obtain copyright permissions for the items involved. Also, if you'll be using your items for future quarters, let us know, and we'll request and pay for the copyright permissions in advance.
4. E-reserves works in conjunction with Blackboard. If you utilize Blackboard, you can make a button visible to your students that will then link them directly to your e-reserves material. The library staff will scan materials and post them online, eliminating that work for you in Blackboard.
5. E-reserves allows date and time limits for availability. If you want to post time-sensitive material (for instance, quiz answer or course notes), you can note that they should only be available before and/or after a specific date and time.

Please feel free to contact RWC Library staff at 745-5710 with any questions.