

Putting Course Materials Online Through the Electronic Reserve Systems at University Libraries

	University Reserves (URES)	AAEL Library (Duderstadt Center)	Public Health	Social Work	Taubman Medical Library
	LSA, School of Education, School of Information and Rackham (but not limited to these schools)	Architecture and Urban Planning, Art and Design, Engineering	Public Health	Social Work	Medical School and Nursing School
What can be online?	<ul style="list-style-type: none"> • Instructor-owned materials such as: course syllabi, lecture notes, problem sets/solutions, and sample exams • Limited portions of copyrighted works such as an article from a given journal issue, one or two chapters of a book, and a selection (10% or less) from non-print works such as motion media, music, and collections of images 	<ul style="list-style-type: none"> • Instructor-owned materials such as lecture notes, homework solutions, and sample exams with solutions sets, journal articles, and chapters or articles from books 	<ul style="list-style-type: none"> • Instructor-owned materials such as course syllabi, lecture notes, problem sets/solutions, and sample exams • Journal articles 	<ul style="list-style-type: none"> • Limited portions of copyrighted works such as a single article from a given journal issue, a chapter of a book, and selection (10% or less) from non-print works such as motion media, music, and collections of images. • Links to non-copyrighted sites 	<ul style="list-style-type: none"> • Instructor-owned materials such as course syllabi, lecture notes, problem sets/solutions, and sample exams. • The required course readings. The Taubman Medical Library Reserve staff will find or create electronic files of the required readings. • Course-related programs • Out of print journal articles • See Note for unacceptable materials.
Which format should the course materials be in?	<ul style="list-style-type: none"> • Will scan from books and journals or made direct links to electronic journals and e-books • If providing electronic copy prefer PDF, but other formats acceptable. For verification of format acceptability contact University Reserves 	<ul style="list-style-type: none"> • Electronic documents on disk if available • Print documents should be legible and one-sided 	<ul style="list-style-type: none"> • Electronic documents: Files may be submitted in whatever form they were created • Hard copies are also accepted 	<ul style="list-style-type: none"> • Electronic documents preferred, but hard copies still acceptable 	<ul style="list-style-type: none"> • Any format is accepted, although electronic copies of articles are preferred
How to submit the materials?	URL: http://www.lib.umich.edu/reserves/ures/ Email: university.reserves@umich.edu Phone: 764-7493	Bring materials to the Art, Architecture and Engineering Library during Reserve Desk hours or email at: aael.reserves.scanning@umich.edu	Email: phisa.ereserves@umich.edu Phone: 936-1391 Download a web form at: www.sph.umich.edu/phisa/circulation/course_reserves.html	<ul style="list-style-type: none"> • See instructions at: http://www.lib.umich.edu/socwork/reserves.html Phone: 764-5169 	Campus or US mail Email: TMLReserves@umich.edu Phone: 763-6416 Fax: 764-1473 Web Form at: www.lib.umich.edu/taubman/forms/rrr_form.html
When to submit?	Any time during term, but to insure material is available at the start of term, check chart of individual term deadlines at www.lib.umich.edu/reserves/	Before term starts. In person: anytime during Reserve Desk hours.	Call a librarian or email: sph.ereserves@umich.edu	As soon as possible	Call the e-reserves librarian; submit ASAP and if possible, well before beginning of term
How long will it take to process?	Depends of time of term. To check processing time status go to: http://lib.umich.edu/reserves/status/index.html for current turn around time.	3-5 days. Processing time may be longer at busy times of the year.	Call a librarian or email: sph.ereserves@umich.edu	Depends on time of year. Call librarian for more info.	Typically one week to ten days. Processing time may be longer at busy times of the year. Call first.

Content generally not accepted for electronic reserves:

- Materials extracted from consumable workbooks which students would normally be expected to purchase.
- Journal articles that have been included in a coursepack that students are expected to purchase.
- Copyrighted materials that do not include a complete citation and/or clear indication of copyright ownership.

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