

Merrill-Cazier Library Faculty Course Reserves  
Cindy Sherman (797.6998)  
(M-F 8:30am-5:30pm)

What are Faculty Course Reserves?

The Faculty Course Reserves System (ERes) allows instructors to place course related materials on the Internet; making them accessible 24 hours a day, 7 days a week, in PDF format.

The sole access point to reserve materials is now via the professor's course page on electronic reserves (ERes).  
<http://www.eres.usu.edu>

Students may access Faculty Course Reserves materials from any internet enabled computer. Reserves materials may be viewed, printed, or downloaded. Our ERes system allows access to assigned course readings (either as full-text PDFs or as a call number reference to items owned by the instructor or Merrill-Cazier Library), links to other course-related websites, chat sessions with course instructors, and the ability to post & view messages with other members of the class. Regardless of format, all Faculty Course Reserves are located in Merrill-Cazier's Library Media Collection (LMC). This includes video cassette, DVD, CD, audio cassette, slide kit, scanned material, and books.

How do I locate reserve materials for my class?

1. From Merrill-Cazier Library homepage (<http://library.usu.edu>)  
click on link at far right labeled 'Find Resources', then 'Course Reserves'  
this links to the course reserves index
2. Go directly to the ERes site (<http://www.eres.usu.edu>)  
click on 'Electronic Reserves & Reserves Pages' which links to the course reserves index  
the index can be searched by instructor, department, or by specific course  
*to view a course page, the user must supply a password and agree to abide by 'fair use' practice of copyright law*  
once the faculty information sheet has been completed and the course page created, the instructor will be mailed the password for their course(s)

What is included on a Course Reserves page?

The course page lists all materials that have been placed with Merrill-Cazier Library for reserve and:

Provides a clickable link to full-text PDFs

A PDF reader must be installed on the computer to view the PDFs

Adobe offers a free reader download <http://www.adobe.com/products/acrobat/readstep2.html>

*ALL public computers maintained by SLS and Merrill-Cazier have the Adobe Reader installed.*

Provides clickable links to URLs supplied by the instructor

Provides call number references to all other materials held in reserve at Merrill-Cazier Library.

(materials will be held in reserve in LMC for duration of the course)

These materials may be checked out at the LMC service desk for approximately three hours, and may be used outside the library (with some exceptions).

Exceptions include video cassettes, DVDs, CDs, audio cassettes, and slide kits.

These items must be viewed in the viewing areas provided in LMC.

*Materials that ARE NOT allowed to leave the library will be marked accordingly.*

How do I place items on Electronic Reserves?

PDF is the preferred format for Electronic Reserves. Submit PDFs by e-mail to [eres@library.lib.usu.edu](mailto:eres@library.lib.usu.edu).

Material to be scanned, books, and media items may be submitted in person at the LMC service desk in the Merrill-Cazier Library, or mailed to: Faculty Course Reserves, Merrill-Cazier Library, 3100 Old Main Hill, Logan UT 84322-3100.

We can transfer files from CD/DVD and flash drives to our system.

*We are **not** able to transfer from 5.25", 3.5", zip disk, laser disk, super disk, or any other disc type.*

If you wish to place a library owned book on Course Reserves, please **bring** the book to LMC.

*We **DO NOT** retrieve books from the library.*

If you have questions or problems concerning Faculty Course Reserves (including media items), please call Cindy Sherman at 797.6998. If she is away from her desk, please leave a message to include a telephone number where you can be reached. You may also e-mail concerns about Faculty Course Reserves to [eres@library.lib.usu.edu](mailto:eres@library.lib.usu.edu).

#### Item Submission Procedures & Guidelines:

You will be required to complete a faculty information sheet when submitting materials for ERes. This provides us with the information needed to create a course page on the ERes system. A faculty information sheet will be required for **EACH** course with materials submitted for reserve.

After an initial course page has been created, any further information sheets you fill out for that course will only require your name, course name, and course number. You may always give special instructions for your article(s) on the information sheet.

Items submitted for scanning by LMC staff should meet the following criteria:

- copies should be clean, first generation paper with minimal black margins and center lines.
- Copies must be 8.5" x 11" paper with at least ½" margin on all sides. **No Legal Sized Paper!!!!**
- We are able to scan both single-side and double-sided pages (we believe in saving a tree).
- Text only (graphics reproduce poorly).
- Pages should be paper clipped, not stapled.
- No colour copies.
- Articles having more than 35 pages will be divided into multiple sections for scanning all sections will be attached to that article in the system.
- No Interlibrary loaned books will be used as hard copy.

Any instructor with students registered with the DRC on campus may request OCR compliant PDFs. Please contact Cindy Sherman (797.6998) to discuss options for accessibility for your students.

Materials submitted in paper format are scanned and saved as PDFs. Physical copies of scanned materials are NOT placed on reserve unless specifically requested by the instructor. We encourage instructors to alert their students to the scanned documents. Unfortunately, students will often lose part or the entire physical copy.

Instructors bear the responsibility for obtaining library books to be placed on reserve. If the book must be recalled by the Merrill-Cazier Library, allow 4-5 days for it to appear on your reserve shelf in LMC. Instructor-owned books may be placed on reserve. We place labels, a bar-code, and a reserve sticker on the front cover of each book. Due to the high volume of usage and the aforementioned labels, some books receive minor damage. Please take this into consideration and do not place books on reserve if you are concerned about this.

**During the first few weeks of the semester, expect a minimum of seven (7) days for processing of reserve materials. To ensure that materials are available when needed, items should be submitted AT LEAST ONE WEEK BEFORE THE PRIOR SEMESTER HAS ENDED!!! After the initial 'rush', materials are processed within 24 hours. The library does not limit the number of items placed on reserve, but does limit the number of COPIES of a specific item to **THREE COPIES**.**

#### Copyright Restrictions and Faculty Course Reserves

\*Faculty Course Reserves is intended for the use of the students, faculty, and staff of USU. We scan in material and attach books in good faith, assuming that you have obtained copyright permission for use of materials/book that are not authored/published by yourself. Materials/books placed on Eres will be at the initiative of instructors for the educational and non-commercial use of students. The Library does not obtain copyright permission for items placed on reserves. Books and course packets will not be scanned. No more than 3 hard copies of any specific item will be placed on reserves. Materials not requiring copyright permission include: exams, syllabi, and lecture notes/tapes or other materials authored by the instructor; government publications, items intended for use for one semester, or material for which the instructor owns the copyright. Materials requiring copyright permission are: items intended for use for more than one semester. Multiple chapters from a single book or multiple articles from a single journal or magazine.

\*Faculty Course Reserves can be viewed electronically and is protected by copyright. The copyright law of the United States (Title 17 US Code Section 108) governs the making of photocopies or other reproductions of copyrighted materials. The Library adheres to this statute by relying on the "fair use provisions" of the copyright law.

One of the conditions of the copyright law as it applies to libraries specifies that a photocopy or reproduction is not to be used for "any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use", that user may later be liable for copyright infringement. Faculty Course Reserves procedures at Utah State University for materials protected by copyright rely on the fair use section of the Copyright Act of 1976. Section 107 of the Copyright Act identifies four factors in determining fair use:

\*The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes

The nature of the copyrighted work

The amount and substantiality of the portion used in relation to the copyrighted work as a whole

The effect of the use upon the potential market for or value of the copyrighted work.