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

### University Reserves (URES)
- LSA, School of Education, School of Information and Rackham (but not limited to these schools)

### AAEL Library (Duderstadt Center)
- Architecture and Urban Planning, Art and Design, Engineering

### Public Health
- Public Health

### Social Work
- Social Work

### Taubman Medical Library
- Medical School and Nursing School

### What can be online?
- 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

### Which format should the course materials be in?
- 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

### How to submit the materials?
- URL: [http://www.lib.umich.edu/reserves/ures/](http://www.lib.umich.edu/reserves/ures/)
- Email: university.reserves@umich.edu
- Phone: 764-7493

- Email: phisa.ereserves@umich.edu
- Phone: 936-1391
- Download a web form at: [www.sph.umich.edu/phisa/circulation/course_reserves.html](http://www.sph.umich.edu/phisa/circulation/course_reserves.html)

- See instructions at: [http://www.lib.umich.edu/socwork/reserves.html](http://www.lib.umich.edu/socwork/reserves.html)
- Email: TMLReserves@umich.edu
- Phone: 763-6416
- Fax: 764-1473
- Web Form at: [www.lib.umich.edu/taubman/forms/rrr_form.html](http://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/](http://www.lib.umich.edu/reserves/)
- Before term starts. In person: anytime during Reserve Desk hours.
- Call a librarian or email: phsa.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 on time of term. To check processing time status go to: [http://lib.umich.edu/reserves/status/index.html](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: phsa.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.