

Harris Library Digest of Reserve Guidelines

- Materials may be on Reserve for **one** semester; subsequent semesters may require permission of copyright holder.

Guidelines For Articles Being Digitized for Blackboard/Reserve

- Clean, first generation copies of photocopied material with **NO BLACK MARGIN** or center shadow of the spine on the copy. (Hint: eliminate by turning book so that copier light runs down spine, as opposed to across spine)
- No staples. Please use paper clips.
- Author and title clearly marked and full citation written on first page
- Check pagination--is it in order? No missing pages? No Blank pages?
- Have all of the pages of the article been included? Including all the references?
- Each article **must** include full bibliographic citation either as a cover sheet or neatly typed on the first page of the article for citation purposes ([See Example A](#)). Please make sure your article includes the copyright information usually found on the bottom of the first page of the article.
- In the case of book chapters, copies must include a copy of the copyright page that includes the © symbol of the parent work. (i.e. include a photocopy of the copyright information from a book in addition to the chapter you wish to place on reserve. [See Example B](#)).
- Since articles are personal copies of faculty, faculty should have their name on the article to facilitate return of the material.

Guidelines for books going on reserve

•Please complete a Course Reserves Form for books that are to be on reserve to allow us to process your information efficiently. A PDF version of the form is available online at <http://msass.case.edu/harrislibrary/General/genforms.htm>. Forms received with inadequate documentation will be returned for completion as necessary.

•Please submit the Course Reserve Form to the Harris Library at least **SIX** weeks before the beginning of classes so that books in circulation may be recalled or ordered if not owned by the library and processed by the time they are needed. If reserve lists are not received by this date, we cannot guarantee that the items will be processed by the beginning of classes. **REMEMBER: ALL REQUIRED TEXT BOOKS ARE AUTOMATICALLY PLACED ON RESERVE. YOU DO NOT NEED TO INCLUDE THEM ON YOUR RESERVE LIST.**

•The Library will assume two hour/overnight use for books that are not faculty copies. Faculty copies will be two-hour in-library use. **Articles are one hour in-library use.**

A complete copy of the guidelines will be sent at a later date.