

NMHU Electronic Reserves: Faculty Guidelines

Course Reserves Page Form

Submit your request for a Course Reserves Page to the library's Circulation/Information Desk using the Course Reserves Page form. Two requests per form.

We will email you a Course Reserves Page password once your request has been completed. It is your responsibility to provide the Course Reserves Page password to students registered for your course.

If yours is a new ERes account, please designate that on the form at New Faculty Account. You will be emailed a unique username and password that will allow you to login to ERes and manage documents on your Course Reserves Page.

Document Submission Form

Submit copies of course reserves documents to the library's Circulation/Information Desk using the Document Submission form. Two documents per form. Submit an electronic copy with required information to ERes@nmhu.edu.

- Submit a clean, unmarked, first-generation copy on 8 1/2 X 11 single-sided paper or submit an electronic copy. PDF files are preferred but MS Word is acceptable.
- Include complete bibliographic information
- Submit three weeks before the semester
- Allow one week for processing
- Limit to 50 requests per semester

We will email you when the documents have been added to your Course Reserves Page. Please be aware that quality copies are required for scanning and complete information is necessary for processing. Documents not accepted and returned to you will delay the process.

Copyright Information

A document will be accepted as a first-use, "Fair Use", electronic reserve for the purpose of copyright clearance. It will be posted online for a semester's duration.

All electronic reserve documents will be removed at the end of a semester. To repost for another semester please see Faculty Secured Permission and Copyright Duration in the Copyright section of the Document Submission Form.

For more information on Copyright:

www.arl.org/info/frn/copy/copytoc.html

<http://tyler.hrc.utexas.edu/>