

## **More about Web-Accessible Reserves** *Submitting Materials for Electronic Reserve*

### **Appropriate Materials**

Lecture notes, old tests, problem sets, article photocopies, and photocopies of book chapters are good candidates for electronic reserve, as well as any electronic files or other materials that were “born digital” such as web pages and web sites. During the initial phase of the Electronic Reserve Service, the University Libraries will offer both paper and electronic access to photocopied materials on reserve. However, we will phase out paper reserves for photocopied items by the end of the 00/01 academic year.

### **Recommended Lead Time**

Reserve requests and materials must be received at least *one month* before the beginning of each semester to be *guaranteed* on reserve for the start of classes. “Rush” requests submitted after the beginning of the semester will be processed as soon as possible. Items received after 2 p.m. on Friday will not be initiated until the following Monday (no reserves processing is done on the weekend).

### **Reserve Request Forms**

You must fill out a reserve request form for all items that you want to put on reserve, including e-reserves. Download “Course Reserve Request” forms at <http://www.library.cmu.edu> (under **Services**, click **Reserves**), or fill out reserve requests for individual items, using Cameo:

- Go to the library home page, <http://www.library.cmu.edu/>
- Click “Cameo”
- Click “Request”
- Click “Place Course Reserve”
- Follow instructions to complete the online form.

### **Submission Formats**

If possible, please submit materials for electronic reserve *electronically*:

- Word, Excel, PowerPoint, or PDF files on disk
- Word, Excel, PowerPoint, or PDF file emailed as attachments
- URLs for web pages or web sites or articles from electronic journals

If you submit materials in paper format:

- Provide 3, *single-sided*, *good quality* copies (1 copy will be scanned for electronic reserve; 2 will be put on reserve in paper). Your copy quality determines the quality of the electronic reserve.
- Paper size must not exceed 8.5” x 14” (legal size paper). No staples. No red ink or pencil.
- *Each copy* must be in a labeled folder (professor’s name, course number, title of material).
- Include *complete citations* for photocopied book chapters or journal articles (title of source, date of publication, volume, pages).
- Materials in binders cannot be put on electronic reserve unless separated and submitted as above. However, all types of bound materials may be put on reserve as books.

### **Using Electronic Reserves**

Electronic reserves will be available in the Libraries’ web-based catalog, Cameo, and will be available to your students wherever they can access the Web. IP authentication is used on campus; off campus access is provided through the proxy server. Reserve materials in Cameo may be searched by professor’s name, title of item, or by course number.

## **Questions About Reserves?**

**Hunt circulation & reserves**  
268-2445, [jf4h@cmu.edu](mailto:jf4h@cmu.edu)

**E&S circulation & reserves**  
268-7217, [rex@cmu.edu](mailto:rex@cmu.edu)

**MI circulation & reserves**  
268-3171, [ot25@cmu.edu](mailto:ot25@cmu.edu)