

To: UNCG Faculty and Teaching Assistants

From: Cathy Griffith, Head, Access Services, University Libraries

RE: Course Reserves for Fall 2020

For the safety of our students and library employees and to increase access, we are changing the procedures for fall course reserves in order to reduce personal contact and handling of materials at the Checkout Desk.

If you are interested in placing print materials on reserve or have print materials currently on reserve for courses you are teaching in fall, we will do the following:

- We will connect you with your [library liaison](#), who will work with you to try to find an electronic version of your reserve item, a similar item, or a reduced portion of the book that can be placed on eReserve.
- If the liaison confirms with us that nothing can be found or that the portion of the material that would need to go on eReserve is not in compliance with the reasonable limits of [fair use](#) under United States law, we will put the item on print reserve.
- Before requesting to place a DVD reserve, please consider using the Libraries' [streaming film sources](#). We offer thousands of films that may be viewed either in class or on your students' own time 24/7. Different options are available from each film vendor; most offer the selection of specific clips and insertion of questions and assignments within a film.
- eTextbooks for fall courses for which the Libraries can provide unlimited user access are in the process of being identified and will be listed on the Fall 2020 tab on the [Course Adopted Text LibGuide](#) when available. Additionally, we offer hundreds of thousands of e-books that may be linked from your course syllabus. To learn more, please visit our [e-book guide](#).

If you are interested in placing materials on eReserve,

- We can provide accessible PDF format scans of articles and chapters from materials owned by the University Libraries and from sources that you own and provide.
- The portions of copyrighted materials that may be placed on eReserve are based on the reasonable limits of [fair use](#) under United States law. Allowable portions differ; please contact us regarding questions.
- eReserve readings are stored in the UNCG Box Drive in accessible PDF format and delivered to students via Canvas. As the first readings for each course are ready, we will email you the embed codes needed to insert them into your Canvas courses; [instructions](#) will be attached. Additional embed codes are not required as additional readings are placed into the Box files.

For more information about course reserves including copyright information, how to submit lists, and how to find reserve lists online, please visit our [Reserves](#) webpages.

To ensure availability on the first day of classes, new reserve lists and additions to existing lists are due Friday, August 7. With the exceptions listed below, requests received after this date will be processed in the order of receipt. Please alert us to these exceptions when submitting lists.

- The bookstores do not acquire enough copies to meet needs
- You are new to UNCG
- You find out after the due date that you will teach the course

The Access Services staff will be happy to discuss how we can best manage your reserves to meet the needs of your students. Call us at 256-1199 or 334-5245 or email reserves@uncg.edu. We look forward to serving you and your students.