

To: UNCG Faculty and Teaching Assistants

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

RE: Course Reserves and Media Requests for Winter and Spring 2021

For the safety of students and library employees we are continuing Covid-19 mitigation procedures to reduce personal contact and handling of materials for winter and spring print and media course reserves. And in effort to reduce traffic on campus, Jackson Library building access hours will be reduced beginning November 24, and the building will be closed to all patrons from December 12, 2020 through January 10, 2021. Virtual service hours for the period are included on the [library hours](#) web page.

Everyone is encouraged to make requests for reserves and media for winter session by December 7, 2020 and for spring by January 8, 2021 to allow time for them to be made available. Access Services staff will be available to provide services virtually, including [Reserves Scan on Demand](#) for students, through December 23 and beginning again on January 4. With the exceptions listed below, requests received after these dates will be processed in the order of receipt. Please alert us to these exceptions when submitting lists.

- The bookstore did 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

[Liaison librarians](#) will be available to assist with streaming film, book ordering, and print reserve requests until December 18 and will provide limited services December 21-23. If an instructor emails their liaison librarian and receives an out of office response, they may use the [Ask Us](#) chat service, and staff will fill requests if they are able to do so, but some requests, such as ordering ebooks, will likely have to wait until the liaison librarian returns in January.

If you have print materials on reserve for fall that are needed for winter or spring, contact checkout@uncg.edu to request that they be renewed. If you are interested in placing new print materials on reserve:

- Work with your [library liaison](#) 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 courses for which the Libraries can provide unlimited user access are in the process of being identified and will be listed 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 following the instructions in [Canvas: Add eReserves to a Course](#). 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.

The Access Services staff will be happy to discuss how we can best manage your reserves and media to meet the needs of your students. Call us at 336-256-1199 or 336-334-5245 or email reserves@uncg.edu. We look forward to serving you and your students.

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