

Instructions for Placing Material on Reserve

For each course please provide us with a list of items you want put on reserve. There are several ways to provide us with your list:

- use one of the two forms (submission or Excel) available on the Libraries course reserve website at <http://www.lib.uiowa.edu/services/courseres.html>
- send your requests in an email to lib-res@uiowa.edu
- fill out a paper Course Reserve Request form, located at the south Circulation Desk in the Main Library.

Please include any special instructions or extra information that might assist us in meeting your needs.

Items added to a reserve list after the beginning of the semester will generally be processed in 3-5 working days. We recommend you check the status and availability of the items on your list by going directly to the [InfoHawk Course Reserve database](#) and searching under “**Course Instructor beginning with...**”.

Requests should include the following information upon submission:

Instructor Information:

- Instructor’s full name
- Department
- Contact information – Email and/or phone number

Course Information:

- Semester to be placed on Reserve
- Course number and section number
- Course name

Listing Items for Reserve:

Library Owned Items:

- UI Call Number (priority given to lists with call numbers)
- Author/Title/Edition (if relevant)
- Loan Period (2 hour, 4 hour or 3 day check-out)
- If an item is needed for classroom use on a specific day, please provide the date(s).
- Please let us know if you need more than one copy of a particular title on reserve, and if it is important to use a specific edition.

Items the Library does not own:

- If the library does not own a book we will rush order it upon request. The order process can take up to 6 weeks.
- Please include the publisher, date, and place of publication for all orders.
- Please note whether you prefer an E-book or a paper format (if no preference is designated the Acquisitions department will determine the format to be purchased).

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Personal copies of books:

- Personal copies are circulated according to normal Reserve policies.
- We will need to apply several stickers to each book

Articles/Book Chapters: (Copyright permission is the responsibility of the instructor)

- **Electronic – Posted or Linked on ICON**
 - Many instructors now find it more convenient to post readings for students on [ICON](#). If needed, reserve personnel will provide assistance with scanning and uploading documents into ICON.
 - You must grant Reserve staff access to your ICON course (see [ICON Instruction for Instructors](#)) before we can post any electronic documents.
 - **Copyright permission is the responsibility of the instructor.** To help determine what can be posted, please consult the Fair Use section of the Libraries copyright page at <http://guides.lib.uiowa.edu/copyright>
 - All documents submitted for scanning require the following:
 - single-sided copies
 - on 8x11 inch paper
 - without staples or staple holes
 - full citation on the photocopy
 - You may also submit a PDF on a disc or as an attachment in an email.
 - Items the Library posts on ICON will be located in a module titled “Library Reserves”.
- **Request an Article/Book Chapter through Inter Library Loan/Article Delivery Service (ILL/ADS) -** You may obtain an article or book chapter for course reserve by submitting a request to the Libraries [Inter Library Loan](#) (ILL) department.
 - When your request is available you will receive an email notification from ILL
 - In most cases, the email will contain a link that will allow you to view your article/chapter request from your computer, usually in PDF format.
 - This document can be posted to your course on [ICON](#) from your computer.
 - If you need assistance with posting a document on ICON you may request help from [Information Technology Services \(ITS\)](#).
 - You may also forward the document to Main Library Reserve (attached in an email to lib-res@uiowa.edu) and we’ll post it to ICON for you. You **must** provide Main Library Reserve access to your ICON course in order for us to post any documents.