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Course Reserves - ERes Guidelines

General:

- Items in the electronic reserve system can be searched at <http://gil.gsu.edu> or <http://reserves.gsu.edu>
- In observance of the Board of Regents copyright policy, the GSU Library requires that access to electronic reserve materials be restricted to the instructor and students for each course with password protection. Students must obtain passwords from the instructor.
- Print materials are presented in PDF format and require Adobe Acrobat Reader. This software can be downloaded for free from <http://www.adobe.com>.
- Audio materials are presented in Real Audio format. This software can be downloaded for free from <http://www.real.com/>.
- Faculty must agree to follow GSU copyright guidelines when submitting reserve material.
- For information on Fair Use, and copyrights read the [Regents Guide to Understanding Copyright and Fair Use](#).

Submission of Digital Print Request(s):

- Paper copies for E-Reserves must be **8.5" x 11"**, **singled sided legible prints** and must accompany the **E-Reserves Request Form**, available at the Reserve desk or online at <http://www.library.gsu.edu/reserves/>.
- If you submit your request online and have physical items to bring to the circulation desk, please print out your request form and attach it to your materials.
- Lecture notes or personal test files, submitted via e-mail attachments may also be added to E-Reserves. Please include your name, the course number, and the effective semester or semesters. Send your request to libreserves@langate.gsu.edu.
- The GSU Library will not accept course packs for Electronic Reserves. For more information about course packs, please visit <http://www2.gsu.edu/~wwwlst/coursepack.html>
- The instructor who is placing the item on reserve is responsible for obtaining and providing documentation for any special copyright permission.
- Instructors are advised to review their pages for completeness and accuracy.

Please Note: Copyright Guidelines

- Materials that can be placed on electronic Reserve without obtaining copyright permission include:
 1. Articles from journals owned/subscribed to by GSU
 2. Original articles owned by the professor (not obtained through ILL or GIL Express and not borrowed from someone else)
 3. ONE chapter or less than 20% of the content from a book.
 4. Copyrighted material must have a complete bibliographic citation to properly identify it.
- Materials that can be placed on reserve that are Not copyrighted include:
 1. course materials owned by the instructor such as syllabi, lecture notes, or exams, or
 2. government publications.
- **Electronic Reserve items which require copyright permission will not be posted until permission is**

secured.

Submission of Audio Streaming Requests

- In order to abide by copyright, preference is given to the streaming of material owned by the library. Instructor's personal copies may also be streamed. No second generation copies will be accepted. No hard copy second generation copies will be created.
- Place your submission **online** or in person at the Library South Circulation desk. Correspondence concerning reserves should be sent to libreserves@langate.gsu.edu.
- Processing for all reserve materials begins in the order in which it is received. The processing time for audio streaming files is generally two weeks.
- Instructors are advised to submit all streaming material for the entire semester before the posted reserve deadline for the upcoming semester.
- Instructors are advised to review their page once the streaming is posted to ensure that all material is posted and properly linked.

Revised: November 10, 2005

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Course Reserves - About ERes

Easy Resource & Efficient Service is the motto for our ERes system.

For the students:

ERes offers single point access for students to search both digital and physical copies of Course reserves. An unlimited number of students may reference digital materials 24/7. References to physical copies of reserves (housed at the reserves desk on the 2nd floor of Library South) will be listed on the course page with a link to the library's live GIL system. The link will allow students to know the availability of the item. To comply with copyright restrictions, course pages containing copyrighted material will be password protected. Your instructor will distribute the password to you.

Accessing Reserve Materials ([Printing Tips](#), [Audio Streaming Tips](#), [Student FAQs](#))

For the Instructors:

The ERes course page will be designed for your specific class. You may bring materials to the reserves desk or place your request online. We will retrieve library owned materials from our stacks and databases. Once your requests are received, library staff will digitize everything that meets copyright guidelines and create your course page. Once we have your course page created, we will contact you to discuss the layout of your page, the password, availability conflicts, and anything else that needs to be addressed. If you use the online form and are submitting physical items for reserve or for scanning, please print the form out and attach it to the items that you are bringing to the reserves desk.

Placing Materials on Reserve ([Electronic Submission Guidelines](#), [Instructor FAQs](#))

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Course Reserves - Printing Tips

- Make sure you have the most recent version of Acrobat Reader. This can be downloaded for free at <http://www.adobe.com/>.
- **Use the Adobe Acrobat Reader print options (or icon) NOT the Netscape/browser "Print" icon in the browser toolbar.** (Adobe print options can be accessed by right clicking the mouse within the frame that you would like to print.)
- **From the Acrobat print dialogue box, select the option "Print as Image".**
- Because PDF files can be large, you may wish to save the document to a disk or locally before you print. If you have trouble printing, you may also try printing just a few pages at a time.
- If your reserve item is in multiple parts, print the parts one at a time from the print release station.
- If your print file is incomplete (for example, one page when it should be ten), try printing the file again.
- You may find other solutions to PDF printing problems by searching the Support Knowledgebase on Adobe's Website at www.adobe.com/support/main.html.

Contact the Reserve Desk (libreserves@langate.gsu.edu 404-651-4330) with problems. Include where you were, when you tried to print, what you were trying to print, and error message if any.

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Course Reserves - FAQ for Students

How do I access course reserve materials?

- To search for materials go to <http://gil.gsu.edu>. Click on "Course Reserve" and select course number, instructor, department, or the title of the item.
- Electronic material on ERes may be accessed from anywhere in the world with Internet access 24 X 7. Access to course pages with copyrighted material is password protected so that only students enrolled at Georgia State University may view this material. Passwords are obtained from your instructor.
- Physical copies of reserve materials are housed on the second floor of Library South. Physical copies are listed on your instructor's ERes course page with a link to our GIL system so that availability may be readily seen. When requesting physical copies of reserve materials, bring the call number to the circulation desk so that library staff will be able to locate the materials that you need. From the course page, the call number for physical copies of reserve materials is listed in parenthesis beside the title.

Are textbooks automatically placed on reserve?

No. Only materials that instructors submit for their courses are considered for reserves. Reserves are intended to make scarce copies of supplementary materials available to students in a specific class. Students are responsible for purchasing the textbooks that they need for their courses.

What is the reserve loan policy?

Students and Instructors of Georgia State University may have access to reserves. Your account must be in good standing in order to check out reserve materials. Your account will be blocked if you have fines or fees that are \$10 or more or if you have 3 or more overdue items. The loan period for physical copies of print reserves is 2-hour, 3-day, or 7-day. The instructor determines the loan period. Media reserves are for in-house use only. Late fees for reserve materials are listed below:

LOAN PERIODS	FINE RATE
Instructors select the loan period that is appropriate for the needs of their class.	The fine rate for overdue reserve items is higher than the regular circulation fine rate to encourage patrons to return materials on time.
2-hour check-out *with limited overnight use	.50 per hour or fraction thereof
3-day	.50 per day
7-day	.50 per day

*OVERNIGHT USE OF TWO-HOUR RESERVES:

Monday-Thursday: checkouts after 9pm are due by 9am the following day.

Friday: checkouts after 4pm are due by 9am on Saturday.

Saturday: checkouts after 4pm are due back by 12 noon on Sunday.

Sunday: checkouts after 6pm are due back by 9am on Monday.

Can I call ahead to have physical copies of reserves held for me?

No, reserve materials are on a first come first serve basis. This allows the limited access to them to be fair for all

students. You may check availability from your course page or call ahead to confirm the current availability status of reserve items.

What do I need to know about copyright?

Most of the reserve files that can be viewed electronically are protected by copyright. Physical copies of reserves are also protected by copyright. The copyright law of the United States governs the making of reproductions of copyrighted material. Under certain conditions, libraries may furnish reproductions for purposes of private study, scholarship, or research. Students may print one copy of a text reserve item for personal reading, private study, research, or education. Other copying, distribution, or use of reserve items may require permission from the copyright holder. Students may be liable for copyright infringement for uses in excess of "fair use". "Fair Use" is defined in section 107 of Title 17 of the U.S. Code. For more information about copyright, visit <http://www.usg.edu/admin/legal/copyright/> or <http://www.loc.gov/copyright/>.

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