

# eReserve FAQ

## What is eReserve?

Short for electronic Reserve, eReserve is similar to the traditional Course Reserve. In order to use the traditional Course Reserves, students are required to come into the Library to check out items for a limited period of time (usually 2 hours) for use within the Library. eReserves extend the Course Reserves to those outside of the Library by providing a digital copy of the required reading in the Library's online catalog (<http://library.hiu.edu>).

## What can be placed on eReserve?

Journal articles and short sections of books. Items placed on eReserve must meet Copyright Fair Use Law.

## How can I know if an item meets Copyright Fair Use Law?

Use the "Checklist for Fair Use" form on the back of this page or go to <http://www.copyright.iupui.edu/checklist.pdf> to see if your item complies.

## How can I get an item placed on eReserve?

Submit the following to Nicole McDermott in the Library:

- Clean photocopy of journal article or book section.
- Full bibliographic citation for the article or book section.
- Your name, course number, and class name.

## Important Information You Need to Know!

- Photocopies should be **no longer than 20 pages**. Anything larger than this can take too long for the student to download. If necessary, a photocopy longer than this can be split into two files.
- Photocopies should be submitted to the Library **at least 2 weeks before students need it**. The eReserve process is a multi-step cooperative one between several people in the Library and takes time.
- Items placed on eReserve will remain there for one semester only.
- Your photocopy will be returned to you via interoffice mail.

## How students find eReserves

- Go to <http://library.hiu.edu/>
- Click on Course Reserves
- Use drop-down menus to Search by Instructor or Course number for a list of items
- Click on the Title and
- Click on the Linked Resources to get the document.