Course Reserves at the Library

Instructors and their authorized assistants may submit Reserves requests by following the steps below:

**Step 1:** (required)

Submit a reserve request form:

library.unthsc.edu/content/reserves-request-form

**Step 2:** (optional)

Send a syllabus, list of citations, or other files to the AskaLibrarian@unthsc.edu account, *after* submitting the reserve request.

**NOTE:** Do not send files of copyrighted content unless you are the copyright holder.
This includes pdfs of articles.

**Step 3:** (for electronic content)

Course reserves processing staff will begin establishing your requested content on the library’s catalog and will provide you with a link to the course reserves. The link can be embedded in Canvas, and students will follow the link to access the resources. *Links can be created before a reserve request is completed for an entire course; so, please allow staff four weeks processing time for content consisting of multiple articles that may not be readily available within our holdings.*

**NOTE:** Staff will contact you for possible substitutions if some of the e-content you requested is unavailable.

- Requests are processed in the order in which they are received.
- Allow two weeks for processing of *simple* reserve items prior to the beginning of the semester.
- Submit requests early!
- Electronic content will be provided in a course reserve class on our catalog. Students will access content by following the link you embed in Canvas.
- The default loan period for print materials is 2 hours. There is no time limit for access to electronic holdings.
- When a print item Lewis Library owns is not available to circulate, an electronic copy may be provided within the allowable use under copyright.
Materials not eligible to be put on reserve:
- Library owned journal issues/volumes.
- Books borrowed from another library.

COPYRIGHT

The library adheres to copyright law and fair use guidelines. If the request exceeds the law, or best practices, library staff will work with faculty and their assistants to find an appropriate solution.

Also, the library can:
- Determine fair use.
- Obtain permissions from publisher/authors.

For more information about copyright law and fair use:

- Crash Course in Copyright
guides.lib.utexas.edu/copyright
- Copyright Basics (U.S. Copyright Office Circular 1)
coolculturalheritage.org/bytopic/intprop/circ1.html
- Fair Use of Copyrighted Material
fairuse.standford.edu
- UNT HSC’s Guide on Copyright
- Ohio State University’s Section on Online Services
library.osu.edu/copyright/online-learning
- Duke University
scholarworks.duke.edu/copyright-advice/

Frequently asked questions:

FAQs: Course Reserves, Faculty
libguides.unthsc.edu/faq/reserves-faculty

FAQs: Course Reserves, Students
libguides.unthsc.edu/faq/reserves-students
Lewis Library’s staff specialize in content areas to enhance provision of library services. Contact information for each college is as follows:

<table>
<thead>
<tr>
<th>College</th>
<th>Librarian</th>
<th>Library Staff</th>
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<tbody>
<tr>
<td>TCOM</td>
<td>Laura Haygood</td>
<td>Matt Stringer</td>
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<tr>
<td></td>
<td><a href="mailto:Laura.Haygood@unthsc.edu">Laura.Haygood@unthsc.edu</a></td>
<td><a href="mailto:Matt.Stringer@unthsc.edu">Matt.Stringer@unthsc.edu</a></td>
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<tr>
<td>GSBS</td>
<td>Kayleen Lam</td>
<td>Pamela Emery</td>
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<td><a href="mailto:Kayleen.Lam@unthsc.edu">Kayleen.Lam@unthsc.edu</a></td>
<td><a href="mailto:Pamela.Emery@unthsc.edu">Pamela.Emery@unthsc.edu</a></td>
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<tr>
<td>School of Health Professions</td>
<td>Hayley Brunner</td>
<td>Pamela Emery</td>
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<td><a href="mailto:Hayley.Brunner@unthsc.edu">Hayley.Brunner@unthsc.edu</a></td>
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