

Penfield Library Reserves Request Form

Please complete this form, and return it along with all reserve materials to the Circulation Desk at Penfield Library. If you have questions, please call the Reserves Clerk at extension 2560, or email us at reserves@oswego.edu. Please allow 5 working days for all Reserves to be completed. All reserves will be removed at the end of the semester.

Please indicate whether these items are going to be placed on Regular Reserves or E-Reserves by checking the appropriate box.

Regular Reserves *E-Reserves*

<i>Professor's Name</i>	<i>Date submitted</i>
<i>Course Title</i>	<i>Course prefix</i>
<i>Course crosslistings</i>	<i>Phone Number</i>
<i>Anticipated enrollment</i>	<i>E-mail</i>

Please sign here to verify that you have read and will abide by the Reserves agreement document, if necessary.

date: _____

Document Title: <i>The name of the item as you wish it to be cataloged.</i>	Loan Period: <i>(1 hour, 2 hour, 3 hour, 3 day, 1 week)</i>	Citation Info: <i>Author, publisher, title, volume, date, pages, etc. This information is needed to secure copyright permissions for your materials.</i>

Penfield Library Electronic Reserves

How to access your course E-Reserves

What are E-Reserves?

E-reserves are articles, power point files, book chapters, (etc) for your course that have been scanned and made available to you via the Internet

Where are E-Reserves located?

E-reserves are located on the Internet. Point your browser to the following address to access them: <http://eres.oswego.nnyln.net> or use the button from the Library homepage.

When can I access these materials?

E-reserves are available 24 hours a day, 7 days a week.

How do I access them?

1. First, your computer will need a copy of the Adobe Acrobat Reader. Computers in the campus labs (including the library) have this software pre-loaded, so they're okay to use. If you need to get this software for your PC, go to **www.adobe.com** to get the latest version free. If you need help, call Penfield Library Reference Desk at 312.4267
2. In the address bar of your browser, type: <http://eres.oswego.nnyln.net> and hit Enter, or click off the **Course Reserves** link on the library homepage.
3. From the main page, click on **Reserves and Course Materials**
4. Search for your course, either by Department (English, for example) or Instructor's name. If your instructor has multiple classes, select the appropriate class.
5. Read the information about copyright, and click Accept.
6. Click on the particular item you are interested in. You must now enter the password your professor gave you. Without this password, you will not be able to access the E-reserves. If you have lost your password, see your instructor immediately. Library staff cannot give you this password. (*If off campus, you will be prompted a second time. Log in exactly as if you were logging into your Oswego mail.*) You may now read it off the screen, save it, or print it. The printed copy will appear clearer than the on-screen copy.
7. If you need help, please call Penfield Library Circulation Desk at 312.2560.

Professors: Please photocopy and distribute this sheet to the students in your class!

Professor's Name:

Course:

Password:

Penfield Library Reserves Faculty Contract

The purpose of this document is to pre-empt any misunderstandings between faculty and library staff on the issue of copyright and E-reserves processing as it pertains to Reserves at Penfield Library.

E-reserve is a system where course reserves are scanned into a digital format and uploaded to database. These files, while being secured with a password, are available 24/7 for the students to download and use. Your students will need to have Adobe Acrobat Reader loaded onto their computers in order to view the files. This is software that is generally preloaded onto most machines. If your students do not have it, it is available at no cost at <http://www.adobe.com>.

Additionally, you may place other types of items placed on e-Reserves. Such as:

- Web pages
- Original PowerPoint presentations
- Spreadsheets
- Photographs
- Sound files
- Movie files

In order to access your reserves, direct your students to <http://eres.oswego.nnyln.net>, the Course Reserves link from the Library Homepage (<http://www.oswego.edu/library>) or from the Reserves link in the Aleph online catalog. Your reserves will be filed under both your name, and your department. If you'd like, I will be willing to give a demonstration (should take about 5 minutes).

Before these files and materials are placed on reserve, they are evaluated for copyright. If they fall within Fair Use standards, then they are immediately processed and uploaded. Fair Use/ CONFU standards are as follows:

Fair Use Stipulations:

- The purpose or character of the use; including if said use is of a commercial nature or nonprofit educational purpose. Any use that detracts from the earnings and/or market value of a work must be denied. Note: educational use could be construed as "for profit", although this is usually not the case.
- The nature of the copyrighted work
- The amount and substantiality of the work in relation to the whole. It is possible to be in violation of Fair Use if more than is needed is used.
- The effect of the use upon the potential market for or value of the copyrighted work

CONFU Stipulations:

1. No more than 10% or 1 chapter from a book
2. One short story, short essay, or short poem (no more than 250 words)
3. One article from a journal or newspaper

4. One chart, diagram, graph, drawing, or picture from a book, periodical, or newspaper
5. Up to 10% but not more than 30 seconds of a music recording or music video

(Anything published before 1907 is in the public domain, and is exempt from these requirements)

If you are placing items on Reserve that violate Fair Use, we will have to go through the Copyright Clearance Center to secure permission to use the item. This process generally has a fee attached, and may take a few weeks for some materials. Penfield library will pay this fee, on a trial basis. Penfield Library reserves the right to deny items for Reserve based on copyright clearance and permission charges.

If you are placing original student work on E-reserve, the authors of these documents will need to sign an Original Materials form (provided in your packet) for each item used. Please include these forms in your e-Reserve submission.

Bring your photocopies to the reserve desk, fill out the reserve form, sign the forms, and the library staff should have the materials uploaded within the week. We require a minimum of 1 week to process your e-reserve items. As always, the sooner the materials are brought in, the sooner they can be processed. Faculty will be given the passwords to their materials (for e-Reserves), and will be responsible for passing that information along to the students. We recommend copying the instruction sheet and distributing it to your students. Library staff will not give out passwords, as we have no way of knowing who is in your class and who is not.

We do accept e-mail submissions. Please attach all files to the e-mail, including PDFs, PowerPoint Presentations, Jpegs, etc. Any links may be included in the body of the e-mail. These e-submissions must be accompanied by the submission form, either in print or a scanned copy (complete with signature) before we will process your reserves.

We normally link to articles available in databases Penfield subscribes to rather than posting a PDF file. Also, we will split up PDFs that are moderate to large size to accommodate students who may have dial-up rather than broadband access.

We ask that you deliver an evaluation to your class at the end of the semester. These surveys should be forwarded to the Coordinator of Access Services at Penfield Library.

If you have any questions or concerns, please contact me either by e-mail or phone. Thanks again!

PLEASE NOTE: IMC videos are no longer available for Reserve. Please see the Periodicals/Media desk on the second floor to hold these materials.

Coordinator of Access Services Penfield Library 312-2560 reserves@oswego.edu

Penfield Library Original Materials Copyright Form

Attach to front page of original work to be placed on Reserve

Authors Name (printed):

Title of work:

Number of pages/slides:

Date created:

Course Instructor:

Course Name:

Course Code:

Semester:

Today's Date:

I, the author of the attached work, hereby allow this work to be used for the express purpose of academic instruction in the class listed above.

Author of work

I, the course instructor, will not use this material in any other endeavor or class. I will not in any way use this material for my own personal financial benefit. I understand that this material can only be placed on reserve for this semester only.

Course Instructor

IMC videos update

IMC Video access has changed; please see the following for clarification:

From: http://www.oswego.edu/library/services/video_coll.html

Faculty can put their personal videos or videos from our Media collection "On Reserve" in the library. The library is equipped for individual or small-group viewing of videos. If you need to show a video to your entire class, first check with your department about the availability of a media cart or contact the Registrar's Office to find a classroom that can support video viewing. Penfield's Library Instruction Room #2 may be reserved for video viewing when scheduled classes are not using it. Use the [Request a Library Instruction Class Form](#) to schedule the room. Include a note in the comments box describing your specific needs.

Since the IMC is a shared collection intended primarily for in-class use by faculty, we generally do not put IMC videos on reserve. Exceptions may be made for a 2-week period when the video is not scheduled for in-class viewing. Please contact Periodicals/Media staff for details.

For more information, please contact the Periodicals/Media desk at 312-3560