

College Library Reserves Undergraduate Reserve Materials Request

220 Powell Library Building, Mailcode 145004
310/825-9389 • Fax 310/206-9312 • E-mail <college-reserves@library.ucla.edu>

Please read guidelines on reverse side.

Please choose one:

- Repeat previous list unchanged. _____ quarter/year
- Repeat previous list with changes below. _____ quarter/year
- This is a new list
- This material will be used again in _____ quarter/year

Reserve lists are kept for a maximum of two years.

Quarter, Year _____
 Dept. and Course No. _____

 Class Enrollment _____
 Instructor _____
 Ext. _____
 E-mail _____
 Dept. Ext. _____

| Library Use Date Rec'd _____ Compl. _____ Initials _____ | Loan Periods (choose one): <input type="checkbox"/> All two-hour <input type="checkbox"/> All two-day <input type="checkbox"/> Indicated below (Books are placed on two-hour reserve if no loan period is specified) | | | |
|--|---|---|---|--|
| | Call Number <i>(If you know it)</i> | Author's Name <i>(Last name first)</i> | Title <i>(Include publisher, place, date, edition, and ISBN only if requesting specific edition)</i> | Loan Period <i>Only two-hour or two-day</i> |
| | | | | |

Return address (campus location) for instructor-owned-copyright materials:

Permission granted for scanning instructor-owned-copyright materials:

- exams notes overheads solution sets other

Signature _____ Date _____

College Library Reserves Guidelines for Reserve Material

General Information

- Lists are processed in the order of date received.
- The minimum processing time is ten working days for lists received after due date and/or at beginning of quarter.
- Personal copies are returned to you at the end of each quarter unless you specify that your list will be repeated another quarter.

Reserve List Due Dates

| | |
|----------------------|------------|
| Fall Quarter..... | June 15 |
| Winter Quarter | November 1 |
| Spring Quarter | February 7 |
| Summer Quarter | April 15 |

Electronic Resources • Scanning • Links to Homepages and the World Wide Web

College Reserves will scan and mount exams, solution sets, overheads, and class notes on the Reserves Web site. (See reverse for scanning permissions.)

Requirements:

- Submit copy(ies) of item(s) with request form to circulation desk; make sure you have completed the front side, including your signature at the bottom of the page. Solutions and course notes must have an indication of week they correspond to.
- Hard copy folders and online items can exist simultaneously, but submissions of added items must be consistent.
- World Wide Web URLs are accepted as Reserve items: you provide the address, we provide the link. Virtual office hours, departmental homepages, and other Web resources are eligible. **Please note: College Reserves does not search for resources or validate site information.**

Reserve Books

Please include:

- Author's complete name (last name first)
- Complete title
- Publisher, place, date, and edition **only if requesting a specific edition**

Loan Periods

- **Two hours** – Any books borrowed from other UCLA libraries and all personal copies
- **Two days** – forty-eight-hour checkout

Journals

- Library-owned journals and magazines are not placed on reserve. College Reserves will accept photocopies of journal articles in lieu of Library-owned journals.

Personal Copies (photocopied items and other materials) Loan Period: Two hours only

- List articles by author/title.
- Copies **MUST** have at least a one-inch margin.
- The College Library **CANNOT PHOTOCOPY** reserve readings (*please see copyright information below*).

Homework Solution Sets/Class Notes Loan Period: Two hours

- Any materials submitted periodically during the quarter by either you or your TA
- First set and scanning sets (see Electronic Resources) must be submitted to Reserve Office staff (ask at the circulation desk, call, or send an email to Reserves for call number information)

APS Readers/ASUCLA Lecture Notes Loan Period: Two hours

- APS provides College Reserves with one copy of each reader produced for undergraduate classes with enrollments of forty students or more.
- APS will submit additional copies to College Reserves at faculty request.
- ASUCLA provides College Reserves with one copy of each undergraduate lecture set produced.

Copyright Information

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted materials. In accepting photocopies for reserve, the UCLA Library assumes that the copy or copies have been in compliance with UCLA Policy 1160.