

Public Health Library & Informatics
E-Reserves Submission Guidelines and Form
WINTER 2008
Submission Deadline: Tuesday, December 18, 2007

COURSE INFORMATION

INSTRUCTOR: _____ CONTACT PHONE: _____

ASSISTANT: _____ CONTACT EMAIL: _____

SEMESTER/YEAR: _____ DEPARTMENT: _____

NUMBER OF STUDENTS (est.): _____ COURSE NUMBER: _____

Has this course been on E-Reserves before? No Yes - Semester: Win / Fall (circle one) Year: _____

E-RESERVES ONLINE PREFERENCES

1. Order E-Reserves materials by (please check one):
 - AUTHOR'S LAST NAME (authorlastname.title.pdf) or
 - CHRONOLOGICAL ORDER (numbered as ##.authorlastname.title.pdf)

2. Make E-Reserves available in CTools via the (please check one):
 - SPH E-RESERVES tab or
 - individual COURSE (e.g. EPID 655 001 F06) tab; please see [Part II.4](#) for additional details

SUBMISSION GUIDELINES

Part I: Copyright

The Public Health Library & Informatics Division places great importance on respecting copyright. There are limits on what can be provided online.

The University Library is currently working to create a unified copyright policy for all campus libraries. While the new copyright policy and procedures are being established, the library will be adhering to the following guidelines for what materials can be accepted:

- Instructor-created materials, such as a syllabus, lecture notes, and PowerPoint slides
- Journal articles
- Less than 35% of a book which is currently in print
- Chapters from books which are out of print
- Less than 35% of non-print works
- Non-copyrighted materials including U.S. Government Documents

Materials that do not meet these criteria will automatically be placed on the library's print reserves shelves to be made available for check-out at the Service Desk.

SUBMISSION GUIDELINES (CONTINUED)

Part II: Submission Procedures

1. Submit this completed E-Reserves Submission Guidelines form to the Public Health Library & Informatics' Service Desk in M2030 SPHII.
2. Submit a complete list of all E-Reserves materials in bibliographic format (Author, Title, Publisher, Year of Publication) in the order in which you would like it to appear in CTools to the Service Desk.
3. If the materials are **not** available online **and** have not been used for E-Reserves in the past, please submit either:
 - a. scannable photocopies to the Service Desk or
 - b. PDF files (each file name should include the author's name and some title words)
PDF files can be delivered by:
 - Email (phli@umich.edu) or
 - Dropped off on a CD or
 - Placed in the N:\PHISA\PUBLIC\Dropbox in a folder labeled with the course number
4. If you would like your E-Reserves materials to be placed into your CTools course tab, then you will need to provide access for the E-Reserves staff to place materials into your course site. Deborah Lauseng (dlauseng@umich.edu or 936-1391) will contact you to discuss appropriate arrangements.

Part III: Processing Schedule

1. All materials submitted **on** or **before** Tuesday, December 18, 2007 will be available by the **first** day of classes.
2. All material submitted **after** the submission deadline will be processed in the order in which it was received. These materials are not guaranteed to be available on the first day of class.
3. Any changes to a course syllabus for E-Reserves material must be submitted in **writing** to the Public Health Library & Informatics' Service Desk or to phli@umich.edu in order for those materials to be added.
4. All changes, additions or submissions made after the deadline require a **minimum of 3 business days** to process.

	Materials Submitted before 12/18/07 Deadline	Materials Submitted after 12/18/07 Deadline	Written changes to syllabus
Turnaround Time	By the first day of class 1/3/08	Varies; unavailable on 1/3/08	> 3 business days

CONTACT INFORMATION

If you are having trouble locating materials or if you have any other questions regarding E-Reserves services, please contact Alison Grodzinski and the PHLI E-Reserves staff at:

- phli@umich.edu
- dlauseng@umich.edu or
- (734) 936-1391

Thank you for supporting E-Reserves services at Public Health Library & Informatics.