

COURSE RESERVES

WEB SITE

www.usc.edu/libraries/course_reserves/

EMAIL

reserves@usc.edu

UNDERGRADUATE AND GRADUATE COURSE RESERVES

Instructors and teaching assistants may place books, journal articles, homework solutions, pretests, music scores, audio/visual, and other materials on reserve in the USC Libraries. Depending on the type of materials, students then can access reserves either physically or electronically. All photocopied or scanned readings will be made available via electronic reserve only. Reserve desks no longer circulate physical photocopies.

PHYSICAL RESERVES

USC's 24-hour Leavey Library houses most physical course reserve materials where students can readily access them. However, materials may be placed on reserve in any of several libraries on campus. Please see Reserves Desks & Contact Personnel on the reverse of this publication for more information.

The library encourages instructors to place physical materials on reserve for each course at one reserve desk to avoid confusion. In addition, centralizing all physical materials saves time and provides convenient access for students.

ELECTRONIC RESERVES

The USC Libraries also supports and encourages electronic reserves. Electronic reserves allow students to access materials from any computer with internet access. Items on electronic reserve may be accessed from a library kiosk, computer lab, campus dormitory or other remote location. Consult the Reserves Desk for more information.

PLACING ITEMS ON RESERVES

Instructors place items on reserve and manage reserved course materials, whether physical or electronic, through the USC Ares system. Instructors may sign up for a reserves user account on the Course Reserves Web site, which can usually be cleared within 24 hours, Monday – Friday. Once cleared, instructors may add their course information and submit items to the Reserves Desk. Instructors may also add a proxy user, or TA to their account. A proxy user (TA) can also submit items to the class reserves list for the instructor.

SUPPORTED MATERIALS

Using ARES, instructors or TAs may submit requests for the following types of materials: journal articles, book chapters, books (including scores), free text, audio (CDs, cassettes, streaming audio), and video (VHS tapes, DVDs, streaming video). The reserves policy for streaming multimedia is currently under development. Contact the Reserves Desk for updates.

COPYRIGHT GUIDELINES FOR PHOTOCOPIED OR ELECTRONIC MATERIALS

USC Libraries comply with the guidelines for photocopied material established by copyright law and as interpreted by the University Counsel.

ARTICLES AND BOOK CHAPTERS

A single article from any individual issue of a journal or a single chapter from a book may be placed on reserve for one semester only.

Each article or chapter must have a copy of the book or journal's title page and the copyright statement attached. The copyright statement is usually found on the back of the title page in a book, or in the table of contents in a journal.

COPYRIGHT STATEMENT

Materials cannot be processed if the copyright statement is not included.

SUBSEQUENT SEMESTERS

The same material may not be used in subsequent semesters without written permission from the publisher. Therefore, records of all photocopied and electronic materials will be deleted from the library's computers at the end of each semester.

It would be helpful if instructors pick up submitted photocopies at the end of each semester. Submissions not picked up will be mailed to the instructor's campus address.

GUIDELINES AND NON-COMPLIANCE

Non-compliance with the above guidelines will prevent us from processing reserve materials. The library reserves staff does not photocopy materials requested for reserve. This is the responsibility of the individual faculty member.

Further details on the application of copyright law are available online on the Course Reserves Web site.

TUTORIALS and FAQs

Ares tutorials for both instructors and students are also available online. Some of the topics covered are: creating instructor and student accounts, adding articles and book chapters for reserve, and accessing items on reserve. In addition, answers to many of the most frequently asked questions are provided and are a good starting point for learning more about the Ares system.

RESERVES DESKS AND CONTACT INFORMATION

ACCOUNTING LIBRARY

DeCao Huynh
dehuynh@usc.edu
(213) 740-5027

ARCHITECTURE & FINE ARTS LIBRARY

Tony Gonzalez
gonzalea@usc.edu
(213) 740-1956

BUSINESS LIBRARY

see Accounting Library

ELECTRONIC RESERVES

idd@usc.edu
(213) 740-4020

ANDRUS GERONTOLOGY LIBRARY

Stella Fu
gero@usc.edu
(213) 740-5990

HOOSE PHILOSOPHY LIBRARY

Ross Scimeca
scimeca@usc.edu
(213) 740-7434

LEAVEY LIBRARY

Diana Wong
reserves@usc.edu
(213) 740-4350

MUSIC LIBRARY

Robert Vaughn
music@usc.edu
(213) 740-0183

SCIENCE & ENGINEERING LIBRARY

Clancy Donnelly
clancyd@usc.edu
(213) 821-4321