



Faculty Reserves FAQ's

How do I place material on eReserve or regular Course reserves?

Use the REQUEST FORM for all material, or come in to the library to fill out a form at the Reserve desk. Forms must be filled out completely. Faculty must also fill out a Copyright Compliance Agreement.

What kind of material can I place on Reserves and eReserve?

Materials can include lecture notes, exams, assignments, etc. Book excerpts must be submitted in a copy format only. The library cannot make photocopies of book chapters. To scan a document and put it on the web so that it is legible and small takes some effort. The better the quality of the photocopies you start with, the more readable the pdf files will be. Faculty may submit personal copies of material for Reserves as well as library owned material.

Will the Library obtain copyright permissions for faculty?

Instructors will be responsible for obtaining copyright permissions. Faculty will be asked to submit a Copyright Compliance Agreement (proof of copyright permission). A copyright permission letter will be provided to assist in obtaining permission. Instructors may obtain permission from the CCC (Copyright Clearance Center) or directly from the publisher. If copyright permission is too expensive instructors are encouraged to speak with the Subject librarian to possibly purchase the item instead.

How long does it take to obtain copyright permissions?

Please allow for four to six weeks to obtain copyright permission. Once permission is obtained items can be uploaded within four* business days. In cases where permissions have not been obtained before the start of the semester, paper copies may be added to regular Course reserves.

*NOTE: The beginning of the semester may take up to seven business days to process requests.

Is copyright permission needed for materials in the library collection?

Permission is not required if the Library owns the materials.

Who has access to my eReserve course?

Access is limited to Reserve staff, individual course instructor and students registered in the course. Students will be given a username and password by their instructor to access their course electronically from the Library's eReserve webpage. Instructors will obtain course username and password from Reserve Manager.

I would like my students to read a range of material that is not in one textbook. What's the best course of action?

Placing books or other materials on reserve works best for small classes or when the selections are fairly short. EReserve works well for a small number of short readings. Also, readings are available to students 24/7 both on and off campus. EReserve materials should be 25 pages or less. Faculty and students are responsible for complying with U.S. copyright law. Please take the time to read the Libraries' policy for copyright and reserves.

What about my syllabus, class notes, and tests?

As long as you own the copyright you can place material on library reserves or electronic reserve.

What about using CUNY-licensed full text databases to provide course content?

This is the preferred method of linking to electronic articles and typically avoids copyright considerations as CUNY negotiates licenses that allow for linking. Electronic materials that have been licensed by Lehman and CUNY can often be placed on eReserve for multiple semesters. Placing non-licensed, copyrighted material on eReserve is generally limited to a single chapter or articles without permission from the copyright owner.

Links can be made to these databases from CUNY Plus. Not all databases will provide persistent URLs. If you are unsure, check with the library.

What about multimedia reserve requests?

The same copyright considerations apply. Please contact Angelica Colon, in the Fine Arts division at 718.960.8830, angelica.colon@lehman.cuny.edu.

What happens at the end of the semester?

Materials will be taken down at the end of each semester, unless otherwise specified. If you want to use the same material for the subsequent semester please let us know as soon as possible.

Where can I get more information?

You can contact our Reserve manager, Angelina Brea, 718.960.8081, angelina.brea@lehman.cuny.edu or Access Services Librarian, Addy Soto, 718.960.7773, adelaide.soto@lehman.cuny.edu.