



EMMANUEL COLLEGE

CARDINAL CUSHING LIBRARY

Library Course Reserves: The FAQs

Q: Will my required texts or other course materials automatically be placed on reserve at the Library at the start of the semester?

No. You will need to submit a request form at the Library each semester.

Q: How do I submit a request for reserves?

You can fill out a reserve form at the circulation desk or complete the online form at: <http://bit.ly/1LiNJAu>. Bring all personally owned items to the circulation desk to be processed by the Distribution Librarian.

Q: What can be placed on reserve?

Emmanuel College Library-owned and personally owned original items. Examples of items: books, DVDs, CDs, videos – originals only!

Q: What cannot be placed on reserve?

Interlibrary loans (or any items owned by another institution), consumable materials (such as workbooks), course packets, or reproduced materials.

Q: Can I put photocopies on reserve?

*According to copyright restrictions, the Library cannot accept photocopied materials. You must provide an original work (the published book or journal) for the Library to photocopy. The Library will produce only **one** copy from the original work for reserve.*

Q: Where can I find out more information on copyright?

Please refer to the Emmanuel College Copyright Policy online at: <http://bit.ly/1E0FVBa>. If the copyright restrictions are not followed, items will not be placed on reserve and will be returned to the instructor immediately.

Q: When will my requested items be ready for my students to use on reserve?

*The normal turnaround time is approximately 2 to 3 business days, although this may vary depending on the time of the semester. All requests are processed in the order in which they are received. You will receive a personalized email notification once the items are available for your students to use. **PLEASE do not inform your students that you have items on reserve until you receive this email notice.***

Q: How can I see what's already on reserve?

You can view the current status of a reserve item by selecting the Course Reserves tab in the online catalog at: <http://library.emmanuel.edu/>



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Q: Who do I contact if I have any questions about course reserves?

Mallory Witzig
Distribution Librarian
617-732-1622 /
witzigm@emmanuel.edu.

Jennifer Woodall
Cataloger/Distribution Librarian
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