

## **MORE ELECTRONIC RESERVES INFORMATION**

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Students need to be currently registered and have an ID and PIN Number. Their Pin Number can be created at :

**[http://www.consuls.org/  
screens/faq\\_5.html](http://www.consuls.org/screens/faq_5.html)**

Students will need to have Adobe Acrobat software installed on their computers for viewing and printing.

Electronic Reserves can be used simultaneously by more than one student.

Our Traditional Print Reserves will still be available at the Circulation Desk on the first floor of Buley Library.

## **COPYRIGHT COMPLIANCE**

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Material submitted to the Reserve Desk may be protected by U.S. Copyright Law (Title 17, U.S. Code), which governs reproduction, distribution, public display and certain other uses of protected works.

All submitted material should be used solely for instruction purposes. Users of this material are responsible for compliance with the law. Our library's reserves service follows the fair use provisions of the copyright law (17 U.S.C. 107) and uses the four criteria established in the fair use guidelines:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit, educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work.

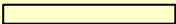
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**HILTON C. BULEY LIBRARY  
SOUTHERN CONNECTICUT  
STATE UNIVERSITY**

## **Electronic Reserves: The Basics**



**BULEY  
ELECTRONIC  
RESERVES**



**[www.consuls.org](http://www.consuls.org)**

## GENERAL INFORMATION

Buley Library has an electronic course reserves system that enhances our traditional paper reserves. Faculty and students will have access to course readings in both paper and electronic formats that can be accessed from on or off campus.

Electronic reserve material can be accessed through the library's Consuls database. Go to [www.consuls.org](http://www.consuls.org) and click on the "Course Reserves" icon on the right side of the screen. You can now access e-reserves either by the course name or the professor's name.

For a more streamlined approach, login to your personal library record. Once you've logged in, go the "Search the Catalog" link. You now can access more than one reserve item without typing your password.

## ELECTRONIC RESERVES INFORMATION FOR FACULTY

Please use the standard reserve forms when you submit reserve materials. Be sure to check the box for electronic format processing. Currently, any course material for electronic reserves must be submitted in print form.

The following types of material can be placed on Electronic reserves:

- Journal articles
- Book chapters
- Class notes
- Course syllabi
- Government publications
- Homework solutions
- Student papers (with permission from the student)
- Sample tests and exams
- Links to course web pages or remote web sites

Provide the best image or paper copy for scanning. Some material may not be suitable for electronic reserves, but a paper version can be placed on Reserves. Requests can be processed quickly if the material is submitted as follows:

- Clean, high quality copies
- Single-sided copies only
- No staples or holes
- 8 ½ x 11-inch paper, with a ½ inch margin on all sides
- Full bibliographic citation to the material with the instructor's name and course written on the front page

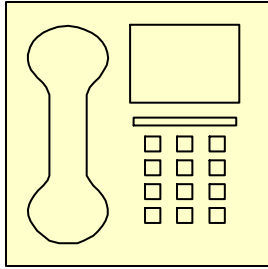
Currently, we will accept a maximum of 25 items for each course. Each item should be no longer than 20 pages to make downloading and processing easier.

All electronic reserve materials should be submitted to the Reserve Desk at least 3-4 weeks before the beginning of each semester. Lists will be processed on a first come, first served basis, so please allow sufficient time for processing.

Faculty will be informed if material submitted for electronic reserves violates copyright law. Copyright restrictions prevent us from scanning entire books, journals, course packets or any other material that may violate copyright laws.

Electronic Reserves can provide you with detailed statistics on student use of your material. Contact us at **(203) 392-5747** for additional information or help.





## CONTACT INFORMATION

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## GENERAL INFORMATION

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Buley Library has an electronic course reserves system that supplements our print reserves. Faculty and students can access the full-text of course readings from anywhere and at any time.

### WHAT CAN BE PUT ON ELECTRONIC RESERVES?

Journal Articles, book chapters, course syllabi, class notes, sample tests....

### HOW DO I FIND ELECTRONIC RESERVE MATERIALS?

Electronic reserve material can easily be accessed through the library's Consuls database. Go to:

**<http://www.library.southernct.edu>**

Under the **Find Articles** section, click on the **Online Reserve Articles By Professor** icon. A box will appear and type in your Professor's last name.

### EXAMPLE: CHRISSIDIS

Now click on the Course Name/Number

### EXAMPLE: HIS 242 Scsu Ele

A list of the material will appear in the catalog and say that it's an electronic copy, SCSU WEB RESOURCE

Select the title that you want to read. You will now be asked to provide your I.D. Number and PIN number in order to access the full-text. You will now be able to read, print the required reading.

### HINT:

Your I.D. Number is located on the front of your I.D. card. The number starts with a 7 and is in **RED**.