Reserves

Course Reserves are any article, book, book chapter, or classroom document that is made available for your students to use as part of their class.

Electronic Reserves are scanned paper documents posted to Blackboard. Electronic Reserves are accessible to students and faculty 24/7.

If you have any further questions, please contact:

Danny Pruitt
Course Reserve Supervisor
852-6749
djprui01@louisville.edu

Course and Electronic Reserves
Hard copy Course Reserves are held in the Circulation department in Ekstrom Library. These Reserves are available and may be checked-out to students during normal scheduled library hours. 2-hour Course Reserves must remain in the Library. For Media Reserves please see their policies at http://library.louisville.edu/ekstrom/circulation/reserves.htm.

Looking for your electronic reserves? All e-reserves will be placed on Blackboard. Here is how you can get to them.

Content Collection Tab
Library Content Button (if you can't see this, click Shortcut View)
eReserves Link

This procedure should be followed by both faculty and students to access Electronic reserves.

The Delphi Center is available to lend assistance to anyone having difficulty accessing Blackboard. Their number is (502) 852-4332.

Are you thinking about using course reserves for your class? Submitting a course reserve request is simple.

- Complete the course reserve request form located here:
  http://library.louisville.edu/forms
- Allow 5 working days for the request to be completed.
- Faculty may put up to 20 library items or personal books on course reserve.
- If you plan on using personal copies as hard copy Course Reserves please drop them off at the circulation desk. Please see the Fair Use Guidelines for requesting chapters or parts of books on Electronic Reserve.
- You will receive an email notification letting you know we received your request and when your request has been completed.
- You are required to ensure your use of materials falls within copyright guidelines. If you are not sure or have questions please consult the University copyright page or contact Dwayne Butler at 852-3128.

Please verify that your professor has requested Course Reserves to be held at Ekstrom Library. As a general rule the Circulation Department does not keep textbooks on Reserve.

In order to check out course reserves please have the name of your professor and course number.

Hard Copy Reserves are checked out just like a normal library book.

The length of time you can keep a course reserve will be noted on the front of the book.

Items can be placed on reserve as:
2-hour, 1-Day, 3-Day, or 7-Day course reserves. 2-hour course reserves may not leave the library.