



Photocopies For ERES / Reserve

ERES copies to be submitted for scanning -

- must include a notice of copyright: i.e.: © year of first publication, (if known) name of copyright holder (if known), and a full bibliographic reference (author, title, journal title or book publisher, and date) on the first page.
- should be paper clipped  or alternately stacked  -- **DO NOT STAPLE.**
- should be **high quality** copies - The better the photocopy you provide, the cleaner it will appear on screen.

To obtain a high quality copy -

- do copy single sided - this is not the time to save paper.
- do make the copy actual sized - any reduction in size causes distortion.
- do copy with high contrast - light ink (text) or dark backgrounds muddy the image.

Print reserve copies to be submitted for circulating -

See all guidelines above -

- If your print copies are going to circulate in Art, Conservatory or Science libraries then you will be asked to **staple** them.
- Please no staples on those submitted to circulate in the Main Reserve Room.

Copyright Responsibilities:

It is your responsibility to see that the materials submitted for electronic reserve are in compliance with copyright law. See Copyright Basics at <http://www.oberlin.edu/library/servninfo/reserve/copyright.html>
Further information on the copyright law as it pertains to fair use, seeking permissions, and the placement of items on reserve is available in the Main Reserve Room or from the Art, Science, and Conservatory reserve staff. Please contact the main reserve room at 775-8285 x260 or e-mail reserve.main@oberlin.edu if you have any further questions.

Recommendations

Electronic Reserve - We recommend you request one back-up copy for each item you have placed on ERES to be put on print reserve. The back-up copy should be the original source (book or journal) or a photocopy if the library can not obtain the original source.

You may also submit documents already scanned on disk or supply us with stable links to online documents.

Print Reserve - We recommend 1 copy of required readings, not being purchased by students, for every 8-12 students be placed on print reserve. Be sure to indicate on your reserve list how many copies of each it you want placed on reserve.

Good General Rule:

Whenever submitting anything to reserve make sure that it is clear what the items are, who they are for (instructor) and what class they are to be put on.