Placing Books on Reserve at the Library

Reserves Request Form

- Faculty may submit course reserve lists online for University Library-owned books and applicable URLs/web sites. Requested library books will be paged by staff and placed on reserve.
- All personal material that is to be placed on electronic reserve including books, book chapters and articles, should be submitted at the Circulation & Reserves Desk. Copyright and format restrictions may apply to electronic reserve material.
- Undergraduate courses are permitted 15 items (3 copies per item) and graduate courses are permitted 25 items (3 copies per item).
- Prior to placing an order request for materials to be placed on Course Reserves, Faculty must consult with the Course Reserves Office regarding the guidelines and restrictions for Library purchase.

Link to the Online Reserve Request Form
Information for Instructors

- Reserves material requests will be processed in the order received. Depending on the volume of incoming items, it may take up to one week to process new reserves material.
- A completed Course Reserve List Form must accompany all items submitted to the Circulation & Reserves Desk.
- Reserves staff will affix a call number and barcode label to Professor-provided material submitted for reserves. SJSU Course Reserves and the Martin Luther King, Jr. Library are not responsible for possible damage or loss of items placed on Course Reserves.
- Electronic Reserves are now available directly in your course’s Learning Management System. In order for our office to upload material into your Course Management Site, we will need to be granted permission to access your site. For complete instructions please see the following: Canvas instructions.
- The San Jose State University Library must own physical or electronic access of the source in order for material to be placed on Electronic Course Reserves. Our office will provide scanning services and create permalinks to database material to assist you in building and maintaining your course site.
- When submitting journal articles or book chapters for electronic reserves, please identify the source material by providing a copy of the title page for each source or by clearly writing the bibliographic information on the front page. If SJSU does not own a particular book or journal title, we cannot immediately place a chapter or article from that source on electronic reserves until copyright permission is obtained. If permission is required, our office will look into securing it. Information about using copyrighted material and requesting permission can be found at the Copyright Clearance Center, Inc.
- All non-copyrighted material such as homework solutions and lecture notes may be placed on electronic reserve without permission.