

How Do I Submit Materials for Electronic Reserve?

Appropriate Materials

- Lecture notes, tests, problem sets, article photocopies, photocopies of book chapters
- Electronic files or other digital materials such as web pages and web sites
- *We currently offer both paper and electronic access to photocopied items on reserve.*

Recommended Lead Time

- Submit reserve requests and materials at least *1 month* before the semester begins.
- *RUSH* requests may be submitted after the beginning of the semester if necessary.
- Requests and items received after 2 p.m. on Friday are not initiated until the following Monday.

Reserve Requests

You must complete a reserve request for each item. You have 2 options:

- Use Cameo to submit individual items (one at a time)
 - Go to <http://cameo.library.cmu.edu/>
 - Click “Request”
 - Click “Place Course Reserve”
 - Follow instructions
- Use “Course Reserve Request” form to submit several items at once
 - Go to <http://www.library.cmu.edu/>
 - Click “Course Reserves”
 - Under “Quick Links to *PLACE* Reserves,” click “Course Reserve Request” (<http://www.library.cmu.edu/Reserves/ReserveRequest.pdf>)
 - Print form and follow instructions.

Electronic Materials (*preferred*)

- Submit Word, Excel, PowerPoint, or PDF files on CD, disk, or by email attachment
- Submit URLs for web pages, web sites, or articles from electronic journals

Paper Copies

- Submit *three* single-sided, good quality copies of each item.
- Each copy must be in a folder labeled with instructor’s name, course number, and course title.
- No larger than 8.5x14 inch format. No staples, red ink, or pencil.
- Include title of source, date of publication, volume, and pages for book chapters or journal articles.
- *Materials in binders cannot be put on e-reserve but may be submitted for reserve as a book.*

Using E-Reserves

- Click “Course Reserves” in Cameo, <http://cameo.library.cmu.edu/>.
- Access is restricted by IP address.
- Remote user access is permitted by IP address extension service.

Questions About Reserves?

Engineering and Science Library, 412-268-7217

Hunt Library, 412-268-2445

Mellon Institute Library. 412-268-3171