OUGL Spring Quarter Course Reserves FAQ

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A. Is Odegaard open during the Spring Break?

No, Odegaard will be closed for Spring Break. Odegaard will close at 5pm on the last day of Winter Quarter (Friday March 22). It will reopen on the 1st day of Spring Quarter (Monday April 1) at 8 am with services on the 2nd and 3rd floors. Course reserves will be located on the 2nd floor. Details concerning the renovation can be found at:

http://www.lib.washington.edu/ougl

B. How do I submit requests for material to be placed on course reserves?

1. Online:

You may submit requests online via this form:

http://www.lib.washington.edu/types/course/instructors/request

2. In-Person:

Print course reserves requests may be dropped off in person at the 2nd Floor Information Desk in Odegaard Library until 5pm March 22 (the last day of Winter Quarter). Between March 25 and 29 requests may be dropped off at the 3rd Floor Media Desk in Suzzallo Library. Starting on 1st day of classes Spring Quarter (Monday April 1) please bring requests to the Odegaard Information Desk on the 2nd floor of the library.

C. Where do I take material to be placed on course reserves?

Material (e.g., books, etc.) that you would like for us to place on course reserves may be dropped off in person at the 2nd Floor Information Desk in Odegaard Library until 5pm March 22 (the last day of Winter Quarter). Between March 25 and 29 material may be dropped off at the 3rd Floor Media Help Desk in Suzzallo Library. Starting on 1st day of classes Spring Quarter (Monday April 1) please bring material to the Odegaard Information Desk on the 2nd floor of the library.

D. Can I send material to you through campus mail?

Yes, you may send material (e.g., books, etc.) through campus mail to OUGL Reserves Box 353080.

E. When will my material be available?

Electronic reserves will be available as soon as they are processed in the order they are received. E-Reserves requests may require a 2 week turnaround time at the beginning of the quarter.

Print course reserves (e.g., books) will be inaccessible after the last day of Winter Quarter (Friday March 22) until the 1st day of Spring Quarter (Monday April 1). In the meantime, students should use the catalog to look for other copies in the system, through Summit, or Interlibrary Loan.

F. What will happen to material on course reserves for Winter Quarter?

At the end of Winter Quarter, beginning Monday March 25, we will begin removing items not still needed for Spring Quarter from the course reserves shelf. We will return library owned books to general circulation and return personal copies to their owners.

G. Can I access material on course reserves for Spring Quarter?

Electronic reserves will be available as they are processed. However, because of construction, print course reserves (e.g., books) will be inaccessible after the last day of Winter Quarter (Friday March 22) until the 1st day of Winter Quarter (Monday April 1). In the meantime, patrons should use the catalog to look for other copies in the system through Summit or ILL.

H. What can I do if the library doesn't own the textbook for my class?

The library will purchase one copy of a textbook at your request if possible. Because this will add to the time it takes for the material to be available to your students, please submit your request early. We can also put your personal copies of textbooks on course reserves and will return them at the end of the current quarter.

I. Do you scan from books or journals for electronic reserves?

No. Unfortunately, we scan only from loose 8 ½ by 11 sheets. However, Interlibrary Loan will scan and deliver articles via PDF - even those owned by the libraries. Details can be found at:

http://www.lib.washington.edu/ill/desktop-article-delivery/

There are also self-service scan stations at several libraries.

J. Can I manage my own electronic reserves?

Yes. Details can be found at:

http://www.lib.washington.edu/types/course/instructors/managing-eres

To manage your own electronic reserves, please fill out the online request form to ensure speed and accuracy. The form is available at:

http://www.lib.washington.edu/types/course/instructors/request

K. My question isn't answered here, what should I do?

Call us at 543-2991 or email us at ugres@uw.edu and we will be more than happy to help!