

Docutek E-Reserves Instructions

Checklist

1. **REQUIRED READINGS** only (because the volume is so high).
2. Deliver them to the library **1-2 WEEKS IN ADVANCE**.
3. **SINGLE-SIDED** 8½" x 11" copies, ready for scanning. Digital copy is also acceptable (5 MB limit).
4. **COMPLETE, CORRECT CITATIONS** are required before posting for legal & instructional purposes.
5. List articles in the **ORDER THEY SHOULD APPEAR** on your Docutek course page.
6. **EMAIL YOUR CITATIONS**, bibliography, or reading list to reserves@saic.edu .
7. Questions? Call 312.899-5096 or e-mail reserves@saic.edu .

Submitting materials for Docutek E-Reserves

Required readings only: We will accept ONLY required readings. The volume for digitizing is very high and copyright clearance takes time.

1-2 week in advance: You may submit materials at any time before or during the semester but must get them to us at least one week in advance. During the first weeks of each semester, you should allow up to two weeks for processing.

Early bird gets best service: Course pages and documents are processed on a "first come, first served basis" -- try to get your orders in early. We reserve the right to limit processing to 5 articles per day per course to more equitably distribute this service.

Ready to scan: Due to the overwhelming demand, library staff cannot pull items from the stacks or do photocopying for you. We can't accept books, magazines, or newspaper clippings for scanning. Faculty must provide paper copy -- single-sided, ready-to-scan, 8½" x 11" pages -- or digital copy (5 megabyte size limit). We'll turn them into pdfs for you. Paper copies will be returned to you after we scan them.

Course information: For each Docutek course site that you need, use our [e-reserves form](#) to provide the course information.

Legible documents: Please make sure documents are readable. We will not digitize illegible copies and will ask you to provide better copies.

Citations: A complete, correct citation is required for each item added to Docutek and we will not post your documents without it. We cannot accurately track fair use claims or permissions and fees for the School without a correct citation. Your students need these for their research. There is a guide to citation elements on our [e-reserves form](#).

E-mail your bibliography: We will NOT post articles without this. Whether you submit reading materials on paper or digitally, we need your course bibliography in digital form. E-mail your bibliographic citations/references as an attachment to reserves@saic.edu.

Order of articles: List readings in the order they should appear on your Docutek course page.

Folders: If you want your readings to appear in folders -- arranged by week, date, or topic -- please show the folder divisions in your bibliography.

Non-copyright material: Faculty-produced materials, such as syllabi, lecture notes, unpublished or self-published articles, and exams can also be placed on Docutek. (You own the copyrights to these materials, so copyright clearance is not necessary.)

Digital documents:

- If you have documents in digital formats that you want us to post to your e-reserves site, send them as e-mail attachments to reserves@saic.edu . We can also accept documents on CD.
- Each document must be a separate file, clearly identified, and CANNOT EXCEED 5 megabytes. Make sure you tell us which course each file is for.
- Stick to formats that are widely used and accessible across platforms (Mac and Windows), e.g. pdf, plain text, MS Word, HTML, etc. Students should be able to open your files from any location, platform, or web browser. We can turn documents into pdfs for you.
- Lengthy documents should be broken down into multiple files in order to shorten your students' downloading and/or printing time. Each file CANNOT exceed 5 megabytes.

Copyright Clearance

Library staff will take care of permissions and fees. If permission is denied or if a particular charge seems exorbitant we will contact you to work out alternatives.

Once materials are placed on Docutek E-Reserves

Links: There is a link to our Docutek site within the campus portal <http://go.artic.edu> . You can also go directly to our server at <http://docutek.artic.edu> .

Look up: At the Docutek home page, students can locate their course materials by faculty name, department, or course name and number.

Passwords: Access to copyrighted electronic reserves materials must be password protected. We will provide you with a password for each of your Docutek E-Reserve course web sites. You are responsible for distributing the password to your students and for informing them of the importance of copyright protection.

Do not post Docutek passwords on publicly accessible web sites! Passwords should only be given to the students currently enrolled in your classes.

At the end of each semester all e-reserves material is digitally archived. Your materials will be stored for several semesters when not in active use. Entire course sites as well as individual articles can be retrieved for re-use at a later date. We may remove/and or repost readings after 3 years has passed.