

Course Reserves

Overview

Instructors place required and/or recommended materials on Course Reserve for class use.

Physical items, such as books and DVDs can be checked out from the circulation desk at Galter Library on a shortened loan period.

Digitized items, such as book chapters, journal articles and streamed audio or video, can be accessed through Canvas.

Other [curriculum support](#).

Locating Course Reserves

Textbooks, DVDs and other physical materials that have been selected as reserve items for a particular course are usually held at the Galter Library Circulation Desk (sometimes referred to as the Reserve Desk), found on the first floor, near the library entrance.

You can search for these items by title using [our online catalog](#).

Print reserves may be checked out for two hours' use anywhere in the library, and cannot leave the library at any time.

Access eReserve items in Canvas by clicking "Course Reserves" in the navigation bar of the course for which they were requested.

Reserve Information for Faculty and Assistants

Course Reserve service allows instructors to set aside books and articles for class use, or to make articles or book excerpts available through Canvas.

Reserve items can be physical or electronic. Physical reserve materials are held at and checked out from the Galter Library Circulation Desk. eReserve material may be both requested and accessed through your course site in [Canvas](#).

Use the [online submission form in Canvas](#) to request any type of reserve item (both electronic and physical) for your classes.

- Sign into Canvas
- Select the course you wish to request course reserves for
- In the menu on the left hand side of the page, choose Course Reserves
- Select Add Reserve Items, then the type of item you would like placed on reserve. Choose Galter Health Sciences Library from the Library Reserve Desk drop-down.

The Galter Library usually places a copy of a course's required text or texts on reserve at the Circulation Desk. Instructors' personal copies may be submitted, but the library makes every attempt to purchase books needed for course reserve.

Contact Rodney Jackson at (312) 503-8127 or email [Galter Reserves](#) for further information on submitting reserves.

[Galter Library Reserves and Copyright Policy](#)

[Submit Reserve Requests](#)

Video Digitization & Editing

The Galter Library does not offer video digitization services directly. FSM faculty who need to create online streaming video from VHS and DVD sources or get assistance with editing video content should contact the [Mitchell Multimedia Center](#) at the University Library in Evanston.
