What is needed for scanned reserves?

1. **Supply Copyright Page** – As of October 28, 1998, the Digital Millennium Copyright Act requires a photocopy of the *actual* notice of copyright. We cannot scan your material without this page. Citations are not sufficient.

2. **Submit a Good Quality, Single-sided Photocopy** – Weak print, smudges, or a dark band in the center of joined pages (the gutter) will not improve with scanning. Inky originals can result in difficult to read course reserves.

   *Many journal articles are available through Musselman Library’s online databases and are able to be linked directly to your course eReserves in Moodle without scanning. Check the Journal tab on the library homepage to see if a journal is available electronically.*

3. **Limit Amount of Original Material** – Fair Use guidelines limit the amount copied to 10% of the original. This means one, possibly two, photocopied chapters or one photocopied article from a single journal.

4. **Complete Reserves Form** – Completed forms must accompany submitted reserves material and are available at the Circulation Desk in Musselman Library and also online by clicking the Reserves link on the library homepage (www.gettysburg.edu/library).

5. **Deliver Reserves Materials** – Bring your reserves materials to the Circulation Desk or the Reserves Office, Room 020, Musselman Library.

**Contacts**

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