

About the reserve service

Supporting your teaching activities

If your role at Monash University includes teaching activities the Monash University Library can be more than a source of information – it can be an invaluable partner. By working with library staff you can ensure that the right information is available at the library for your students.

Ensuring student access to course materials

The library can provide students with easy, direct access to items on your course or unit reading list. Simply send your reading list by return email as early as possible before the start of semester to organise the following:

Creation of a web page for your reading list, linking to resources

The library can create a web page containing your course reading list. The web page shows students how to access the items, either by linking directly to the electronic item or to the library catalogue record. The reading list can be easily accessed by both on and off-campus students. Reading lists provide a single web address link from your MUSO or course site for reading material available in the library.

Digitisation of course readings for web access

The library can also convert selected course readings from paper into PDF format, making them available online through the reading list.

Compliance with copyright laws

The library ensures that copyright breaches do not occur and all digitisation of copyright-protected material for the university is carried out in the library as per legal requirements.

Placement of special access conditions on popular items

Items that you anticipate will be in high demand (such as required or recommended readings) can be placed in the reserve collection at your branch library. Items in the reserve collection can only be borrowed for short periods within the library, allowing access for a greater number of students. Alternatively you can request that high demand items be available for loan, but restrict the loan period. Simply indicate which items you would like special access conditions applied to, when supplying your reading list.

Purchase of materials on your reading list

When you provide your reading list, the library will identify and arrange purchase of any required reading list items not already in the collection or extra copies to meet anticipated demand.

Inclusion of private copies

If the library cannot provide a copy of an item on the reading list, arrangements can be made to hold your private copy in the reserve collection for student consultation.

Important

There are some materials which cannot be incorporated into reading lists for copyright and administrative reasons. These are: lecture notes, examination papers, MS Word and PowerPoint documents and some internet sites. If you have any queries please contact the library or see <http://www.copyright.monash.edu.au/>