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**To:** [libnews-l@lists.illinois.edu](mailto:libnews-l@lists.illinois.edu)  
**Subject:** brief fulfillment update for reserves  
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**Attachments:** [image001.png](#)

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Hi all,

Reserves always present a bit of a unique challenge, and that is certainly true under our current circumstances. There have been lots of questions about reserve materials, so I've added a section to the fulfillment workflow (G:\Collections Info\COVID-Fulfillment) to pull in some information from the Library's COVID website as well as the process for requesting that an entire book be scanned for ingest into Hathi if no electronic access is available. Here is the relevant section from the workflow:

### **Reserve Materials**

Please note the following from the Library's COVID website:

*During the COVID response, the Library is unable to offer access to traditional physical reserves (such as entire books). In order to safely serve on-campus students, as well as students who may not be on campus this fall, the Library encourages instructors to identify portions of printed works the Library can assist in making available digitally. For complete works, the Library will try to provide digital access when such access is feasible and allowable under copyright law. Please note that electronic textbooks are often not available for libraries to purchase.*

*For material not currently available in digital form, requests for digitization of portions of printed materials should be made through the [Interlibrary Loan/Document Delivery webpage](#). Since digitizing multiple works for multiple instructors will take time, the Library encourages instructors to submit requests as far in advance of the fall semester as possible. Please note that digitization of entire works for the purpose of course reserves is generally not possible due to copyright restrictions.*

*Additionally, the Illini Union Bookstore provided the University Library with a [list of textbooks available for student purchase through RedShelf for Fall 2020](#). The Library will prioritize digitizing requests for items that are not available in other, existing digital formats.*

*Instructors are encouraged to contact a [librarian in their subject area](#) if they have any questions or concerns about reserves.*

If a faculty member/instructor is unable to identify portions of a work to be scanned through ILLDD, and there is not an electronic version of the work available, the best option we have for providing access to an entire work is to have it scanned and ingested into Hathi. This option is not ideal, as it requires a lag time of multiple weeks, so please encourage faculty/instructors to identify these works as early as possible. If this is determined to be the best option to meet the need, please do the following:

- Sending library creates a patron request for the item for the requesting faculty member (OR faculty member makes request depending on the circumstances). The request must include a note in PRIMO that this is for a reserve request. This makes it easier for Preservation Services to identify these as a priority for

scanning and provides the necessary information for them to notify the faculty member/instructor when the item has been scanned.

Thanks, and of course please let me know if you have questions...

Mary

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