ARE YOU PLANNING TO PLACE MATERIAL ON COURSE RESERVE FOR YOUR 2017/2018 CLASSES?

CHECK OUT UBC LIBRARY’S ONLINE COURSE RESERVE SYSTEM (LOCR)

- Create a single list with all your course materials
- Easily add articles, books, web links and media resources
- Request PDFs of print materials
- Get a hyperlink of your reading materials list
- Reuse readings in future terms in a single stop
- Get assistance with copyright compliance

If you would like to put items on Course Reserve, you can get more information and instructions at:
http://services.library.ubc.ca/borrowing-services/course-reserves/#InstructorResources-1

NOTE: if your course is going to be merged, cross-linked or linked, please contact your instructional support group (http://lthub.ubc.ca/support/instructional-units/) before entering any requests into your course. Your course should be merged before you start adding course reserve request.

If you have used LOCR in the past, please remember that you need to re-activate your reading list each time you teach a course by using the import function to copy over your reading list to your new course iteration. ** Note: previously digitized articles permissions expire at the end date of the course. They will need to be re-approved by the Permissions Office for the new course dates.

How long will it take to process reading requests?

It takes time to process material, especially prior to the start of term:

- UBC library-owned Books and DVDs can take 2-3 weeks to add to reserve
- UBC subscription articles will be available almost immediately
- UBC-owned eBooks and streaming media will be available in 3-7 days
- PDF requests for articles and book chapters from physical journals & books, and web pages are approved and processed by the Permissions Office – NOTE** depending on the copyright issues involved, approval may happen quickly or take weeks. If material must be licensed from the copyright holder, it could take several weeks to obtain permissions
- If a book or DVD needs to be purchased, it can take 2-8 weeks or longer to obtain the item. Streaming media can take longer depending on licensing and hosting issue

If you need further assistance please contact the appropriate library branch responsible for your course:
http://services.library.ubc.ca/borrowing-services/course-reserves/#Contacts-4