Architecture Library Class Reserves services provide a central place for your students to access library print & electronic resources important to the teaching of a specific class.

**Examples of Resources to place on Class Reserves**
- Books, videos, CD’s or other materials owned by Architecture and/or Folsom Library
- Copies of articles from print or electronic journal or newspaper
- Chapter from a book
- Professor owned books, journals, videos
- Personally authored homework solutions, lecture notes, exams, HTML or PDF files

**How to Submit Materials for Class Reserves**

1.) Obtain a copy of the [Class Reserve Set Up](#) form. Copies of the form are available at the Architecture Library Circulation Desk.

2.) Submit the completed form to the Architecture Library. There are several ways to submit this form.
   a. Leave it at the Architecture Library Circ Desk
   b. Place in the Architecture Library mailbox located in the School of Architecture office
   c. Fax the form to 518-276-6753

All accompanying personal materials that are required to support your course should be brought to the Architecture Library Circ Desk. If there are special instructions, please write them on the [Class Reserve Set Up](#) form. The Architecture library staff will retrieve the books from the stacks, recall books from loan, order new books, insert unbound material into folders, prepare labels, loan cards and update the class reserves database.

Reserve lists are processed as they are received. **Allow at least two business days for material to be processed.** Material submitted after 4:00 pm during the week or any time on the weekend will not be processed until the next business day. Please note: increased library workloads during the start up of classes and final examinations may cause further processing delays.

**General Guidelines**
- Call numbers for library material can be obtained through [RensSearch](#), the library computer catalog.
- The library will accept personal copies of books and journals for class reserves. Personal copies will receive the same handling and security as regular library material. The library cannot guarantee replacement in case of loss or damage.
- The library will attempt to rush order books that are not available in its collection, but the order may take six (6) weeks or longer to be received and cataloged. Some book funds are available for purchasing new titles needed for class reserves. Requests in excess of two different titles per class are charged to the regular library departmental book budgets. If you are teaching a new course and find that many of the titles are not available in the library, please notify the Architecture Librarian at 518-276-6312.
- Libraries do not honor interlibrary loan requests for books to be used for class reserves. Journal articles, however, that are not available in our libraries can be obtained through [Interlibrary Loan](#). The Interlibrary Loan Department is located on the second floor in Folsom Library or can be accessed through [RensSearch](#).

**According to U.S. Copyright law, you must provide the minimum elements needed to identify print and electronic resources.** Library staff will review these materials for compliance and advise you of copyright problems. For detailed guidelines about citations, please review the following web pages:
- [Library Copyright Compliance Policies for Class Reserves](#)
- [Citing Your Readings and Hypertext Links](#)

**To add material to your class reserve,** fill out the [Adding to Class Reserve](#) form that is available at the Circulation Desk. Leave the form and material at the desk for processing, which can take up to two (2) business days.

If you have any questions regarding Architecture Class Reserves services, please contact the [Architecture Library](#).