

Guidelines for Ereserves Documents

General Information

1. Materials to be placed in Ereserves will be sent two weeks before a new semester. New materials added during the semester may be added up to three days before the students will request it.
2. All materials will be withdrawn at the end of the semester and archived. Instructors, after reviewing, may request materials be replaced in ereserves for the upcoming semester. Permissions will still need to be in current.
3. If material is sent electronically by GroupWise, it cannot exceed 2Mb.

Format requirements

Paper (no larger than 8 ½” x 14”)

Instructor original work

- 1). All work will be computer generated in 12pt or greater. Incorporated graphics or art work, if by hand, must be in black ink, i.e., math practice tests.
- 2). All work will be first generation.
- 3). All work is preferably single-sided.

Copyright material (Excerpts from books, poems, articles)

- 1). All material will be accompanied by a letter requesting permission or a letter from copyright holder granting permission for use.
- 2). Materials included will include appropriate citations or attributions to their sources.
- 3). If a notice of copyright appears on the copy of a work , the following statement shall appear at some place where users will likely see it in connection with access to the particular works:

“The work from which this copy is made includes this notice: [restate the elements of the statutory copyright notice: e.g., Copyright 1996, XXX Corp.]”

Graphics Maps, Photographs, Diagrams/Graphs

- 1). All material must fit size regulation and not be more than second generation.
- 2). All material must have copyright letter if not original.

Electronic

Power Point

- 1). All work on project must be original.
- 2). Copyright letters must be presented for any material used in context of presentation.
- 3). Presentation must be saved as '97-2000 & '95 Presentation *.ppt.
- 4). Use Embed fonts or Ariel or Times Roman.

Excel

- 1). All work must be saved as '97-2000 & '95 Presentation *.xls.
- 2). Use Embed fonts or Ariel or Times Roman.

No Software or Commercial products will be accepted at this time.