Submit Materials for Course Reserve

Lead Time
- Submit reserve requests and materials at least 1 month before the semester begins.
- RUSH requests may be submitted after the beginning of the semester if necessary.
- Requests and items received after 2 p.m. on Friday are not initiated until the following Tuesday.

Course Reserve Request Form
Submit a reserve request for each item to be put on reserve
- Go to search.library.cmu.edu
- Library Services > Library Forms > Course Reserve Request
- Print form and follow instructions

Students must use in library or borrow for limited time
- Library-owned books and/or special orders for course reserves
- Personally-owned books or other publications
- Material in 3-ring binders

Submit Materials for E-Reserves

Lead Time above
Course Reserve Request Form above

Students can use online
- Lecture notes, tests, problem sets, article photocopies, photocopies of book chapters
- Electronic files or other digital materials such as web pages and web sites

Preferred submissions
- Word, Excel, PowerPoint, or PDF files on CD, disk, or by email attachment
- URLs for web pages, web sites, or articles from electronic journals

Alternative submissions: Hard copy
- Submit one single-sided, good quality copy of each item for scanning
- Label each folder with instructor's name, course number, and course title
- Label each copy with source, date of publication, volume, and inclusive source pages
- Printout should be no larger than 8.5x11 inches
- No staples, red ink, or pencil on documents