

# Reserve Guide for Faculty

## Placing Items on Reserve

- ▲ To place items on reserves, email your syllabus or list of titles with the course name and number to [cwoods2@uh.edu](mailto:cwoods2@uh.edu)
  - ▶ **Physical items** placed on reserve will be available to students on the lower level of the Architecture, Design, and Art Library by the scanners.
  - ▶ If a DVD is placed on reserve, we have external DVD drives available for students to use in the library.
  - ▶ A permalink will be sent out for titles that are only available as **E-Books**, which can be embedded into your syllabus for students to access.
  - ▶ **E-reserves and scans** are accessed via Canvas or Teams. TA access must be granted if you prefer to have the scans uploaded for you.
  - ▶ [How to add a TA to your Canvas course](#)

## Purchase Request

- ▲ If there is a book you would like for reserves that is not available at our library or other libraries on campus (Central campus only), a purchase request can be made for the item.
  - ▶ *Please note: purchases take around 1-2 months to be processed and delivered.*
  - ▶ Email the title, author, year/volume/issue (if applicable), and book link to [cwoods2@uh.edu](mailto:cwoods2@uh.edu)