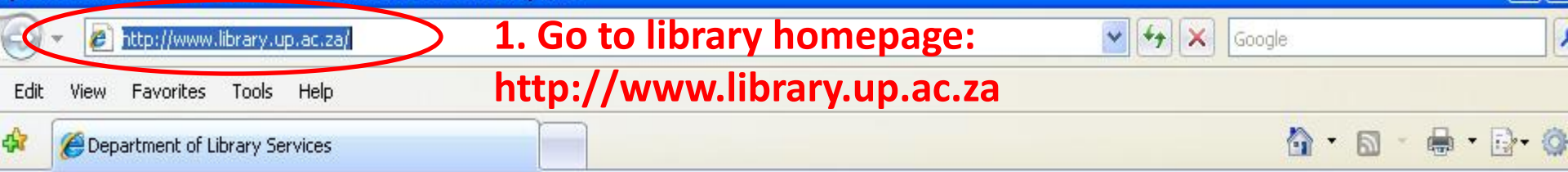
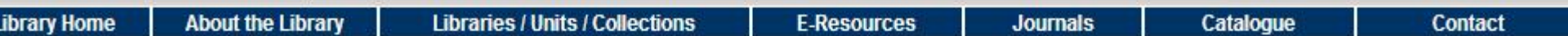


How to place lecture material on e-Reserve, or, how to request copyright clearance for material to be placed on ClickUP

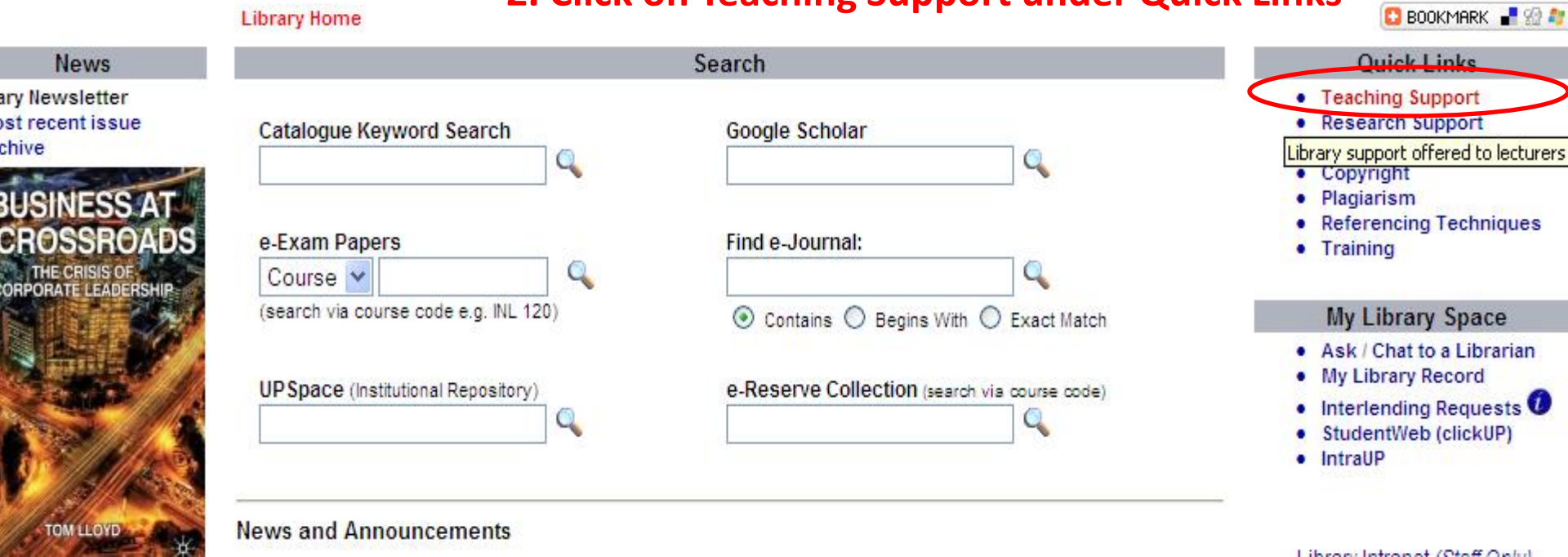
A Warricker
June 2010



1. Go to library homepage:
<http://www.library.up.ac.za>



2. Click on Teaching Support under Quick Links





3. On Teaching Support page, click on E-Reserves under STUDY COLLECTION

Library Home

About the Library

Libraries / Units / Collections

E-Resources

Journals

Catalogue

Contact

Teaching Support Home

COPYRIGHT CLEARANCE FOR

Books

Journal articles

Copyright policies

STUDY COLLECTION

E-Reserves

Printed reserves

Class notes

Form for reservation: PDF | WORD

PRESCRIBED AND RECOMMENDED MATERIAL

SA Textbooks.net (via library)
SA Textbooks.net (direct)
Provide information on prescribed and recommended books online, and make it available to all the stakeholders.
Internal access is free.

Manual for Administrators:
Add/update lecturer profile
Enter information on behalf of lecturer
Create department list

Manual for Lecturers:
Enter information
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- Teaching Support
- Research Support
- Assignment Support
- Copyright
- Plagiarism
- Referencing Techniques
- Training

My Library Space

• Ask / Chat to a Librarian

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Virtual classroom tool



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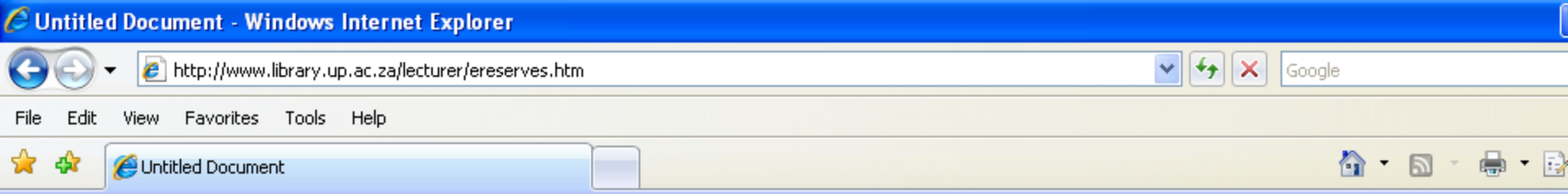
Create Scorm and download on UPspace



Sharable Content Object Reference Model

Chat with the Webmaster Offline

Green indicates that the webmaster is available for web inquiries



Electronic Reserves

Study material can be made available in electronic format, and accessed via the library catalogue.

Obtain the necessary copyright clearance

Go to the link on this page



Send the material in electronic format or paper format to:

Mr Jacob Mothutsi
Copyright Officer
~~Academic Information Center Level 4~~
Main Campus (Hatfield)
University of Pretoria

Tel.: +27 12 420 5452
Fax: +27 12 362 5100
E-mail: jacob.mothutsi@up.ac.za



4. As per these instructions, 1st complete the copyright clearance form for either **book** (or portion of book), or article. In the case of the former, please remember that copyright clearance will not be given for a portion of more than 10% a book to be copied in totality. The only exception is when a book is out of print. Please liaise with Jacob Mothutsi for advice in such a case.

5. Subsequently you can send the material to be made available in electronic format to **Jacob Mothutsi at the Merensky Library**. Send it **care of Lucas Nhlangulela, Mingebruin / Less used section**. I would suggest that you also email Jacob to tell him that you have sent the material to be made available electronically. Please add your contact details and name to all communication. If needed, Lucas' email address is lucas.nhlangulela@up.ac.za and the extension where he may be reached is 5452.



6. Click on Books / Journal articles



Teaching Support Home

Books	COPYRIGHT CLEARANCE FOR Journal articles	Copyright policies
STUDY COLLECTION		
E-Reserves	Printed reserves	Class notes
Form for reservation: PDF WORD		
PRESCRIBED AND RECOMMENDED MATERIAL		
SA Textbooks.net (via library) SA Textbooks.net (direct) Provide information on prescribed and recommended books online, and make it available to all the stakeholders. Internal access is free.	Manual for Administrators: Add/update lecturer profile Enter information on behalf of lecturer Create department list	Manual for Lecturers: Enter information Prescribed or Recommended titles
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7. Complete a form for each title with all the required details, click on submit & print out a copy for yourself.



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Initials

Surname

Department/ Unit

Telephone number (work) +27 12

Fax number (work) +27 12

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- Plagiarism
- Referencing Techniques
- Training

My Library Space

- Ask / Chat to a Librarian
- My Library Record
- Interlending Information Requests
- StudentWeb
- IntraUP

Course Information

8. Liaise with Jacob and Lucas further for affirmation that copyright clearance has been given and for the URL allowing you to upload the electronic copy to ClickUP (or have the electronic copy made available via the Catalogue.)

Please contact me if you encounter any problems!

Adrienne Warricker

X 4795

Room 6-17, Merensky Library

adrienne.warricker@up.ac.za