

Information Related to Syllabi and Print/Electronic Reserves
August 11, 2014

When writing a syllabus for your course, please specify/indicate:

1. Required Books
2. Recommended Books
3. Which, if any, of the Recommended Books need to be placed on Print Reserves
4. Readings that should be posted to the course's CAMS portal (Electronic Reserves) with dates for which each Electronic Reserves reading is assigned.

NOTE: You do not need to have a separate list for readings to be posted to a course's CAMS portal (Electronic Reserves), but your syllabus should clearly indicate which readings you want to have posted to a course's CAMS portal (Electronic Reserves).

About items posted to a course's CAMS portal (Electronic Reserves):

1. Do not post any copyrighted material to a course's CAMS portal yourself.
2. LPTS must have copyright clearance for all items. Faculty Secretaries will check for copyright clearance for all items to be posted to a course's CAMS portal.
3. The Faculty Secretaries must know each term what you want to post to your courses' CAMS portals (Electronic Reserves). Even if you are teaching a previously taught course with the same resources, the Faculty Secretaries need to reconfirm your lists of items to post to CAMS each time a course is taught.
4. Some items cannot be posted to a course's CAMS portal without a cost. If it will cost too much to post an item to a course's CAMS portal, your reading will be placed on Print Reserve. Your Faculty Secretary will notify you when this necessary.
5. LPTS uses "no more than 10-20% of a book" as a guide for how much of a work may be posted to a course's CAMS portal. Your Faculty Secretary will inform you if a reading needs to be placed on Print Reserve instead of posted to a course's CAMS portal (Electronic Reserves).

Faculty Secretaries need to receive syllabi no less than two weeks before items need to be placed on Print Reserves or posted to a course's CAMS portal (Electronic Reserve).

Please send syllabi and other items related to your courses directly to your Faculty Secretary. Adjuncts may send their syllabi to the Registrar.