



Information for instructors about creating course reserves in TU libraries

1. General information: The TU Berlin University Library assists teaching staff with putting together course reserves. Course reserves can include:

- Physical literature from TU library holdings (books or another materials). These are then made available to students at the [Central Library](#) and the departmental and subject libraries (see item 14). These items cannot be loaned during the current semester.

If you would like to include books from your private library in the course reserve, see item 4 below.

and

- Digital resources (e-books, e-journals, and, if applicable, individual papers, websites, etc.) which are free or accessible to TU members: These are linked in the course reserves in the Primo Knowledge Portal (see item 8).

Please note: If you are interested in physical course reserves, please be aware that students may have limited access to the libraries depending on the current coronavirus regulations. If you have questions, we recommend speaking with the course reserve staff at the respective library (see items 13/14).

2. Citation list: You can send us the course reserve citation list via email (see addresses below in items 13 and 14). If you already know an item's location or call number, please include this in the list.

Please send us the list for your course reserves **no later than 3 weeks before the lecture period**, that is by early March for the summer semester and early September for the winter semester. This helps to ensure that all your requested items are available by the start of the lecture period as we sometimes need to place a hold on borrowed items or purchase the materials.

Please include the following in your citation list:

- For each item: If possible, **the full author names and title as well as the year of publication, and a URL if available.**
- Additional information: **Instructor name, user ID (found on your library card), course name, course number, your email address, and if possible, a phone number.**
- It is helpful if you use **multiple line spacing** to allow us to more easily add internal notes when reviewing your list.

If you require an item from a departmental/subject library for your course reserves in the Central Library or vice versa, we will request the item from the respective library.

- 3. Literature not available at the TU University Library:** If course reserve literature is not available at the University Library, we will order it for the library's holdings (under the conditions that it is either available as an e-book or a physical copy and the purchase is financially feasible).
- 4. Books from your private library:** In special cases, these items can be included in the course reserves (For example, if the library is unable to purchase the item or the item cannot be made available in ISIS). Each book is furnished with a security strip and designated as a course reserve book (small yellow dot) to help protect against theft. However, the library is not liable for damage or loss of books.
These books will also be listed in your course reserves in the Primo Knowledge Portal (see item 8 below).
- 5. Size of course reserves:** In general, course reserves should not exceed 20 items.
- 6. The following holdings cannot be included in course reserves:** Items from our non-lending collection (reference works, periodical volumes and issues, items from the textbook collection). If your list includes such items, they will still be listed in your course reserves in the Primo Knowledge Portal (see point 8 below).
- 7. Copied materials:** If you would like to include a binder with copied materials in your course reserves, please tell us in advance. This binder will also be listed in the Primo Knowledge Portal (see item 8 below). We cannot assume liability for the binder. Please collect the binder no later than three weeks after the end of the lectures (or after course reserves are removed, see item 11 below). The library will not store this long term.
- 8. Course reserves in the Primo Knowledge Portal:** Course reserves (including electronic resources, information about items in the non-lending collections, and copied materials) are listed in the [Primo Knowledge Portal](#). Under the heading "**TU course reserves**" you can search by instructor name, seminar title, or an individual item in the course reserves.
- 9. Confirmation email and link to course reserves in the Primo Knowledge Portal:** You will receive a confirmation email once your course reserves are put together with the items that are currently available. Please note that the list may not yet be complete as some items may still be out on loan or out of stock.
The email will include a direct link to current titles in your course reserves in the Primo Knowledge Portal (see also item 8). You can share this link with students, for instance in ISIS.
- 10. Borrowing course reserves:** Items in course reserves cannot be loaned.
- 11. End of the semester:** Course reserves for the **winter semester** are removed on **15.3.** and course reserves for the **summer semester** on **31.8.**
➔ If you would like your course reserves to remain available, for instance during the semester break,

please inform us at least one week before the end of lectures.

12. Course reserves in the Central Library: All course reserves in the Central Library can be found in the Copy Center on the first floor, organized by lecturer name.

13. Contact/Course reserve requests in the Central Library: Course reserves are processed by the subject area of the instructor. Please always send your citation list and inquiries directly to the relevant floor. In general, the following applies:

1st Floor: Course reserves for media studies, conservation and environmental protection, law, economics and management, geography, mathematics, and computer science Email: etage1@ub.tu-berlin.de. Phone: 314-76101. Contact person: Jessica Ullmann, Juliane Keil, Central Library, Information Desk, 1st floor

2nd Floor: Course reserves for natural science, geology, physics, chemistry, biology, mechanical engineering, material science, processing/manufacturing, electrical engineering, transport, energy engineering, automation technology, urban planning Email: etage2@ub.tu-berlin.de. Phone: 314-76201. Contact person: Antje Noack, Central Library, Information Desk, 2nd floor

3rd Floor: Course reserves for the humanities (Exceptions: media studies on the first floor; art studies, see item 14 Architecture Department Library), educational science, social sciences, psychology Email: etage3@ub.tu-berlin.de. Phone: 314-76301. Contact person: Katharina Hubert, Eva Reblin, Central Library, Information Desk, 3rd floor

14. Course reserve requests in the departmental/subject libraries:

Architecture and Art Studies Department Library:

Email: architektur@ub.tu-berlin.de. Phone: 314-22414 . Contact person: Jörg Fischer, Annette Wiesenhütter

Physics Department Library:

Email: physik@ub.tu-berlin.de . Phone: 314-22675. Contact person: Kay Mira Le, Liza Weber

Economics and Management Library:

Email: erwerbung@wm.tu-berlin.de . Phone: 314-24898. Contact person: Dorothea Fischer, Claudia Fuls. Different conditions may apply here.

Mathematics Library:

Email: library@math.tu-berlin.de . Phone: 314-22749. Contact person: Stefanie von Grzymala, Jan Erdnüß. Different conditions may apply here.

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