

# RESERVES

### *COURSE RESERVES*

Framingham State College  
Henry Whittemore Library  
Framingham, Massachusetts

#### Reserve Policy

##### Placing Materials on Reserve:

1. Books and photocopies may be placed on reserve by faculty only in order to facilitate their use for specific assignments. Students are not allowed to place materials on reserve for their instructor.
2. Personal items belonging to the instructor may be placed on reserve. The instructor may request these items may be sensitized for the security system.
3. Requests must be submitted three days prior to when they are needed because of the large number of items used each semester.
4. Materials are kept on reserve for one semester only. No reserve items will be held from semester to semester.
5. The instructor informs students of what has been placed on reserve, as we have no knowledge of course assignments or requirements.
6. Articles and sections of books may be photocopied in the library.
7. All Reserve Materials placed on Open or Closed Reserve may not leave the library.

There are three distinct types of reserves.

1. Closed Reserve: Material on closed reserve is used in the library only and for a period not to exceed two hours. The library recommends this type of reserve as it provides maximum access and security where specifically assigned readings must be available. Student must have their ID card with them in order to borrow a reserve item.
2. Overnight Reserve: Material on overnight reserve may be used in the library for a two hour period during the day and may be taken out of the building after 4 PM to be returned by 10 AM the following day. On weekends the materials may be checked out at noon Friday and are due back by 10 AM Monday.
3. Open Reserve: Materials on open reserve are available for students for use within a supervised area. Multi-volume sets, items on comprehensive reading lists, and similar materials that require constant access to be successfully used, should be placed here. Materials are currently housed in the Reference foyer.

University of Pittsburgh  
Pitt Digital Library  
Pittsburgh, Pennsylvania

#### Guidelines for Using Print Course Reserve Materials

Borrower must have a valid ID card.

Only two reserve items may be checked out at one time.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Items placed on two-hour reserve may be checked out overnight two hours before the library closes, and must be returned the following morning when the library opens.

Personal copies of reserve materials provided by instructors may not leave the library under any conditions unless the instructor so designates.

Fines for reserve items are \$1.80 per hour per item for two-hour loans and \$1.00 per day per item for 3-day and 7-day loan periods.

### *TEXTBOOK RESERVES*

Los Angeles Valley College  
Los Angeles Valley College Library  
Valley Glen, California

As the Library does not buy textbooks, instructors are encouraged to put their own extra copies of the texts they are using on reserve. To put a book on reserve, simply bring it to a librarian. (If you are requesting the Library buy a book, you must order it the semester before you wish to use it to allow for processing time.) Books will be kept on reserve until you take them off. Other materials such as photocopies, past tests, and journal issues may also be placed on reserve.

Hofstra University  
Joan and Donald E. Axinn Library  
Hempstead, New York

The University Library and your Student Government Association are pleased to announce a collaborative effort to make some of your more expensive textbooks available in the Axinn Library's Reserve Department, on the main floor of the library, just inside the doors off the unispan.

We have selected textbooks that cost over \$100, and were assigned for classes with more than one section. All available textbooks are listed in our online catalog, and a list may be viewed below. A printed list of the available textbooks is available at the Axinn Library Circulation Desk. Textbooks are available for 2-hour checkout. We hope that this new service will contribute to your success in your studies at Hofstra.

### *REMOVING RESERVES*

University of South Carolina Beaufort  
USC Beaufort Library  
Beaufort, South Carolina

#### Removing Reserve Items

All materials will be removed from Reserve at the end of each semester. Renewal for the following semester must be requested prior to the end of the course. If needed, copyright permission should be secured for these materials. Library material not renewed will be returned to the stacks. Items owned by faculty will be returned to the faculty member.

Southeastern Louisiana University  
Linus A. Sims Memorial Library  
Hammond, Louisiana

#### Guidelines for Removing Reserve Materials

All materials will be available on reserve for no longer than the end of one semester. All Electronic Reserve materials will be removed from the system at the end of semester.

At the end of each semester, faculty with items on Reserve will be sent a letter notifying them of the request for removal of items. Faculty may respond that non-copyrighted materials or library-owned materials remain on the reserve for the next semester. Copies of copyrighted materials may not remain on reserve for subsequent semesters unless copyright permission has been granted by the copyright owner (see policies about "Repeated Reserves" above).

In order to remove photocopied or personal items from reserve, a signed Reserve Retrieval Form, which is available at the Reserve Desk and on the Library's web page, must be presented to the Reserve staff. For security reasons we prefer that all photocopy and personal reserve items be retrieved for removal in person by the instructor. However, materials may be retrieved by graduate assistants or other persons designated by the instructor, if a written letter of permission signed by the instructor is presented with the signed Reserve Retrieval Form.

Books and other materials owned by the Library will be returned to the shelves if they will not be needed for classes in the next semester and/or if the faculty member does not respond to the reserve notification letter.

Photocopies that are not picked up by faculty member by the end of the semester will be discarded.

### *FACULTY RESERVES*

Neumann College  
Neumann College Library  
Aston, Pennsylvania

1. Faculty should try to bring all required reserve materials in as soon as possible, in order for them to be processed in a timely manner. All requests are processed on a first come, first served basis.
2. Photocopied materials will no longer be available in the Library. Articles will, however, be available through the Electronic Reserves (E-Res) system. Faculty must have an E-Account before placing photocopies on Reserve. To set up an appointment, contact the Faculty Reserves Desk. Remember: No account, no Reserves. See the Faculty Electronic Reserves Policy for more information.
3. Faculty must fill out a Reserves Request form available at the Library's Circulation Desk. This form must be completely filled out, in order for materials to be cataloged into the Library's computer system or placed in E-Reserves.
4. Faculty must have a valid Neumann College photo ID with a barcode, in order to place items on reserve. Barcodes can be obtained from the Circulation Desk. Be prepared to complete a Library record, if you do not already have an existing one. This is necessary for attaching reserve materials to instructors in the computer system.
5. To remove items from Reserves, faculty members must completely fill out the Reserves Deletion form obtainable from the Circulation Desk. Please be sure to remove all personal items from the Library at that time.
6. Materials will be automatically deleted from the Reserves holdings, at the end of each Semester, unless prior arrangements have been made with the Reserves Librarian. Exception: Nursing, P.T., and INT202 materials.

Phoenix College  
Phoenix College Library  
Phoenix, Arizona

Faculty may place library materials or their own personal materials on Course Reserves so they will be accessible to students for classroom assignments.

A Course Reserves Room Request Form may be picked up at the Library Circulation Desk, or you may call the number below, or email [reserve@pcmail.maricopa.edu](mailto:reserve@pcmail.maricopa.edu) to have a form faxed or e-mailed to you.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

The form should be filled out completely so that the material will be correctly entered into the Course Reserves Room for easy access.

The material will be placed on Course Reserves under the Instructor Name, Subject Code and Course Number. The instructor may specify the length of time the material is to be left on Course Reserves (if not specified the material will be removed at the end of the current semester). You may also specify how long the material may be checked out (In Library Use Only is generally 2–4 hours use. If material is to be taken out of the library the loan period is generally Overnight—1 week).

University of Pittsburgh  
Pitt Digital Library  
Pittsburgh, Pennsylvania

### Instructors: Guidelines for Placing Print Materials on Reserve

#### For Books:

Book reserve request forms must be filled out completely. Retrieving the books from the stacks and submitting them with your completed form will allow us to process your reserve list more efficiently and in less time. Reserve request forms can be picked up at the Lending/Reserve Desk or you can use the online Reserve Book Request Form or print the form and submit to Hillman Library Reserves, G–2 Hillman, or via campus mail.

Books that are not currently in our collection can be ordered. Please allow 4–6 weeks for us to process book orders.

The deadline for submitting reserve lists in order for the items to be available for the first day of the term, is one month before the semester starts.

Items can be placed on two-hour, three-day, or seven-day reserve. Please indicate the length of time you would like items on reserve for your course to circulate.

There is a 60 item limit to the number of books and/or photocopies placed on reserve per instructor per course per term.

Personal copies of books will be returned to the instructor at the end of the term unless other arrangements are made.

#### For Photocopies:

Instructors are responsible for copyright compliance related to the materials they place on reserve. Please familiarize yourself with the ULS policy. The ULS fully expects that instructors are following the U.S. Copyright Act of 1976.

The instructor must supply all photocopies of copyrighted material, along with a Photocopy Reserve Form (PDF) which includes complete citations. This form can be printed, filled out, and should accompany the photocopies.

Instructors should provide only as many copies as are absolutely required to meet the demands of the class. Traditionally, this has been defined widely as one copy for every twenty students except in extraordinary cases. Please indicate projected enrollment for the class.

No more than one chapter of any given book may be photocopied and placed on reserve, although multiple copies of such chapter or excerpt may be placed on reserve.

There is a limit of three (3) photocopies per periodical volume per course per term.

It is illegal to repeatedly place the same photocopies on reserve each semester. Therefore the library will return all photocopies to the instructor at the end of each term.

### Instructors: Guidelines for Submitting Material for Electronic Reserves NEW!

The library will scan reserve materials and make them available through Pittcat.

Please note what you can do to help:

Reserve staff in Hillman Library will scan individual articles and book chapters if the copy submitted is of good quality and printed on a single side. Clean copies of articles and chapters make legible scans. Single-sided copies scan faster.

The instructor must supply a completed copy of the Electronic Reserve List (PDF) form.

Course Packs are NOT eligible for scanning.

If the article is available from any of our electronic resources, please provide the URL and we will link directly to the e-version. Do not bother to print it out.

Please provide the full citation when possible.

Please read the Library's statement on Copyright and Course Reserves.

As with print reserves it is first come, first served. Please give us your reserve materials as soon as possible.

University of Idaho  
University of Idaho Libraries  
Moscow, Idaho

Fill out online Request Form or come to the library.

Must include all information on form.

Reading lists may be sent separately as an email attachment, but the professor will still need to supply copies of source pages.

Each item must be identified by a complete citation:

- Author
- Title
- Item title (if appropriate)
- Date of publication (including month and year, if appropriate)
- Volume, issue, page numbers (if appropriate)

We would prefer a copy of the title page for each item.

*Requests lacking any of this information will take longer to process, pending citation verification.*

During peak periods, processing may take up to two weeks; so please plan accordingly.

Appropriate types of materials for electronic reserves

- Full text articles (or links) from electronic journals or aggregators licensed by the University of Idaho Library
- Original materials created by the instructor where the instructor owns the copyright (test files, lecture notes, solutions files, syllabi)
- Book chapter (single chapter or 10 percent, whichever is LESS)
- Journal article
- Student papers with written permission of the student author
- Links to websites with materials that are covered under copyright law

Inappropriate

- Multiple chapters from the same book
- More than two articles from the same issue of a journal
- Materials not in compliance with the copyright law
- Commercially produced workbooks or instruction manuals with answer keys, or similar products that are excluded from the principles of Fair Use as designated by copyright law
- Student papers without written permission of the student author
- Links to websites that post materials that are not in compliance with the copyright law
- Materials lacking bibliographic citations or copies of the title page

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

### Submitting materials in electronic format

- MSWord, ASCII, or PDF files acceptable
- File size is important: Reduce size by scanning from clean copy (original preferred)
- Complete bibliographic citation (author, title, vol., no., mo., yr, pp.) required for copyright compliance

### Submitting materials for scanning

- Original copy is preferred or clean, single-sided copies (no marks, lines) to avoid large file size
- Supply a copy of the title page and the verso of the title page, required for copyright compliance.
- Send to:

### Passwords

Scanned articles are only accessible by passwords. You will be given a password that must be communicated to your students so that they can access the electronic reserve readings. These passwords will change every semester and are different for each class.

### Limits

Five articles per week may be submitted for scanning. More than this will be scanned as time permits. If no priorities are indicated, library staff will use its discretion to avoid further delays.

### Processing time

- Typically, first come, first served; may, at the discretion of the library, be arranged to serve the largest number of students for the least effort.
- Plan for two weeks, particularly if you expect the library to scan and/or pull materials.
- Remember that everyone needs to have his materials available for the first day of the semester. Do not expect this to happen if you have not submitted your material two weeks before the first day of the semester.
- You will be notified by email when your material is available. At this time, you will be given the password for your students to use to gain access to scanned documents.
- If you would like to check on the availability of your class, please visit the Web site: [www.lib.uidaho.edu](http://www.lib.uidaho.edu)

### Successive use

Materials can be used for one semester under provisions of the Fair Use sections of the copyright law. Subsequent use requires that the library purchase rights to re-use the item. In the event that these rights are denied or deemed to be beyond reasonable costs, the library will remove the item from reserve and contact the professor about securing different readings.

## *PRINT RESERVES*

Vanderbilt University  
Heard Library  
Nashville, Tennessee

### Print Reserves

Please complete the Reserve form available at the Reserve Desk or use the Web Form. If books are requested for reserve, Reserve staff will be happy to pull the books from our stacks. If it is a book owned by another Vanderbilt Library, we will get it sent to the Reserve Room. Any books requested for reserve that are not owned by the Library will be ordered with the exception of textbooks. If you do not want to make other readings available electronically, the Reserve Room will be happy to accept the photocopied materials provided and place them on print reserves. If requesting a journal article from a periodical volume that we don't own at Central, a photocopy will have to be supplied since most libraries will not send us their journals. If it is a journal article for a journal that we do own, we will be glad to put the

periodical on reserve if you do not wish to provide a photocopy of the article. Materials such as old tests, homework solutions, book chapters, and journal articles should be supplied in manila folders. If material is over 1" thick, please supply a 3-ring binder for the materials. The recommended guideline is 1 copy on reserve for every 10 students in the class. Length of circulation options: Restricted (room use only), 1 hour, 2 hours, 4 hours, overnight, 1 day, 3 days and 1 week. Current lists of the available print reserves may be searched by Instructor name, course name or course number in the Acorn catalog. The Reserve Room also maintains a paper list of materials on print reserve.

## *FAQS FOR INSTRUCTORS*

University of Washington  
University of Washington Libraries  
Seattle, Washington

Electronic Reserves and Course Paks FAQ Instructor's Guide to Reserves, Ereserves and Course Paks—Frequently Asked Questions

I would like my students to read a wide range of material that is not in one textbook. What are the options?

If the material does not require copying (e.g. the library puts a book on reserve) the material can be placed on reserve for any number of quarters. Copying for library reserves is governed by the fair use section of the copyright law. Typically journal articles and book chapters are placed on reserves or electronic reserves for one quarter. The Libraries will not accept copies of entire books or place more than 30 articles on reserve per class. You can also request that material be put in a Course Pak and copyright permissions paid.

What are my options if I want to use material for more than one quarter?

Course Paks are currently the best option for ongoing use of copyrighted materials. The UW's Copyright Permission Center can handle the work of getting permissions from publishers and creating the Course Paks.

What about my syllabus, class notes, tests and papers?

As long as you own the copyright you can place material on library reserves or electronic reserves. Students own the copyright for papers they write for your class so you should get permission before placing material on the Web.

What are economics of electronic reserves and Course Paks?

The Libraries will put materials on reserve or electronic reserves for free if the instructor provides clean copy for scanning. Students pay for Course Paks. Electronic reserves may seem cheaper but if you consider the cost of downloading and printing all of the readings the cost difference between reserves and Course Paks is much less. Over time, as the Libraries buys more online full text resources, the cost of Course Paks should decrease.

Can I put readings on my course Web?

Yes, but the same copyright limits apply if you don't get permission. If you already have material in a digital format (for example, Microsoft Word) you can fairly easily put it on the Web. To scan a document and put it on the Web so that it is legible and small takes some effort. It is helpful to have material all in one place or linked from one place so if you have material on a course Web and on reserve make sure that the Libraries has your course Web URL and that your course Web has the link to library reserve readings.

What about using UW-licensed full text databases to provide course content?

Links can be made to these databases (e.g., Research Library) from your course Web or Libraries reserve list. Some of the URLs in the databases are not fixed. The Health Science Library has developed some information about linking to online journals and linking to online book chapters.