



Course Reserve Instructions

Attached, please find a copy of the Course Reserve Request Form. If you have items **other than the required textbooks** that you would like placed on reserve, please complete the form and return it along with any personal copies of the items you wish placed on reserve that are not already in our holdings as soon as possible. If an item is in our holdings we will pull it from the shelves. Please do not include your required textbooks on this list. While we do have copies of most textbooks on reserve, provided to us by the Administration, they are intended to provide students with access to the textbooks on a limited basis and are not meant as an alternative to purchasing their own copies. To encourage students to obtain their own textbooks, beginning **Fall 2007**, we will limit the circulation of Reserve Textbooks to the first two weeks of class. **Please be sure to remind your students of this change in policy.**

General Procedures and Policies for Reserve Materials:

- All materials to be placed on reserve will be at the request of faculty solely for the non-commercial, educational use of their students officially registered in their classes
- Materials will be processed in the order that they are received.
- Unless otherwise stated, all reserve materials will circulate for 2 hours, library use only. Textbooks circulate for 4 hours and may be taken from the library. **If this does not meet your students' needs, please specify the terms**, e.g., 24-48 hours for a video, etc. The terms of circulation are at YOUR discretion.
- Please note that Reference materials are not usually placed on reserve.
- Lengthy works will not be copied/scanned for reserves. While excerpts from a book that the Library owns will NOT be placed on reserve, the book itself will be.
- Copies of articles provided for reserve must include complete bibliographic information and copyright clearance as needed. Reserve materials will not be made available either before the semester starts or after it has ended. An alternative would be to place the entire issue on Reserve, if available.
- Copyright notices will appear on-screen for electronic reserves and on print copies of reserve materials showing that they may be covered by copyright law.
- Instructors are responsible for obtaining copyright clearance for items not owned by the library that are kept on reserve for more than one semester; contact the Copyright Clearance Center, 222 Rosewood Dr., Danvers, MA 01923 or www.copyright.com

Materials (photocopies and packets, in particular) placed on reserve must comply with copyright law, regardless of the format. Please see Chapter 1, Section 107 of the U. S. Copyright Law <<http://www.copyright.gov/title17>> and <<http://www.copyright.gov/fls/fl102.html>>.

The fair use provision does NOT cover the placement of a photocopy of copyrighted material (including articles or excerpts from books) on reserve **for more than one semester UNLESS copyright clearance has been obtained.** However, this does NOT apply to copies of articles from journals to which we subscribe, either in print or electronically. While every effort will be made to provide legal access to an electronic copy of articles, we will also provide one print copy of such an article for checkout.

Thank you very much.