

D'Arcy McNickle Library Reserve Policy

A. Introduction to Reserves

The D'Arcy McNickle Library reserves system includes both electronic and/or paper materials. These materials are placed on Library Reserve by faculty and instructors to collect and maintain supplemental course related materials for intensive student use. Types of materials that are routinely placed on reserve include books - traditional only, copies of book chapters, links to web resources - electronic only, and periodical articles - we can also provide links to any articles included in our full-text journal and newspaper databases.

B. Materials Which May be placed on Reserve

Books - Library books and personal books may be placed on reserve. Please specify the effective dates on reserve. Security tape and bar codes will be placed on all personal copies.

Photocopies - The Library will place photocopies of journal articles and book chapters on reserve. The number of copies on reserve should not exceed the limits of fair use guidelines. The Library will place one copy for every 20 students enrolled in the course.

Personal Copies - The Library cannot be responsible for loss or damage. Course packets will be placed on reserve as personal copies. Security tape and bar codes will be placed on all personal copies.

Media Materials - Faculty may place Library and/or personal copies of videos, CDs and audiotapes on reserve.

C. Standard Course Reserves

Submission Requirements

- Faculty must fill out a standard **Reserve Items Request** for **each** title placed on reserve.
- The Circulation Desk staff will have the material **processed within 24 hours** of receiving it. With our online reserve system, we need the processing time to enter items into the electronic listings.
- Faculty members assume responsibility for any infringement of the copyright laws. The Library staff will not place items on reserve that we know to be in violation of the law.
- Library periodicals are not generally placed on reserve. We prefer photocopies be submitted instead.

D. Electronic Course Reserves

Submission Requirements

1. Fill out reserve requests at the Circulation desk.
2. Submit these slips along with your copies of materials to the circulation desk and include the full citation on all copyrighted materials.
3. Submit clear, legible copies that follow the guidelines below:
 - No writing (unless you want it to show on the scanned image).
 - No wrinkled or torn pages.
 - No highlighting (most highlighting appears black when scanned).
 - No black margins or center stripes they increase file size.
 - Write the complete article/book chapter/excerpt citation (chapter title, author, journal title, volume, issue, page numbers, etc.) on the first page neatly in black or blue ink or type for scanning purposes.
 - We reserve the right to return items in violation of the above guidelines.
 - Please allow up to 5 days at the beginning of semesters and 2 days during the semester to add materials to the database.

Materials that **do not require copyright permission** include:

- Books
- Exams, syllabi, and lecture notes from the instructor
- Government publications
- Single journal or magazine article used for **one semester only**,
- Single book chapter used for one semester, works of art used for one semester
- Material for which the professor or instructor owns copyright.

Materials that **require copyright permission** are:

- Journal article, magazine article, or book chapter intended for use for more than one semester.
- Multiple chapters from a single book or multiple articles from a single journal or magazine-Even if used for only one semester.
- Chapter, essay, prose excerpt, etc. in excess of 10% of the total # of pages-Even if used for only one semester.

In accordance with *Title 17 U.S. Code*, Complete books cannot be scanned into any Electronic Reserves system or copied in their entirety.

E. LOAN PERIODS and FINES

- Faculty must designate any of the following loan periods: In Library Use Only, two hour Library Use Only, or Over Night.
- Reserve items may not be renewed.
- **Overdue Fines** will be assessed at \$.50 per hour for In Library Use or \$2.00 a day for Over Night with no grace period.
- If an item is charged out subsequent patrons can place a hold on it to be next in line to receive the item.

F. REMOVING ITEMS FROM RESERVE

- All items are removed from reserve at the end of each quarter. All personal copy items and all faculty-provided photocopies are automatically returned to all faculty (unless arrangements are made in advance for pickup). All library-owned items are automatically returned to the library circulating collections.
- Faculty wishing to retain materials on reserve for the subsequent quarters may do so by providing the library with a request to retain the materials accompanied by appropriate copyright permission two weeks prior to the end of the quarter.
- The instructor may remove items at any time via in-person, e-mail or telephone requests to mary_mires@skc.edu or carlene_barnett@skc.edu.

Federal Copyright Law applies to the reproduction of copyrighted materials and to their use in a library collection. The library cannot allow the same reproduced (photocopied) materials to be kept on reserve for more than one quarter unless the instructor provides written proof of permission to reproduce the document from the copyright holder. If you have any questions about the reserve collection please call the library's Circulation Department at ext. 4874.

