

Shipman Library Reserve Policy

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1. Objectives

- To create standard procedures for the library's reserve service.
- To ensure that the reserve service is compliant with copyright law.

2. Introduction

Shipman Library's reserve service allows faculty members to place books, copies of assigned reading materials, class notes, old exams and other materials on reserve at the circulation desk in the library. Faculty members may place items on reserve in accordance with the procedures listed here.

- **Location of Reserve Materials**

Reserve materials are available at the library circulation desk. Reserve materials are listed by instructor and course on our website. Click Library Catalog then Reserve Desk.

- **Loan Periods and Fines**

Reserve materials may be designated by the faculty member as in-library use only (3 hrs.), one-day, three-day, or 14 day reserve. Overdue fines for reserve materials accrue at the rate of \$0.25 per hour.

3. Procedures

- **Reserve Request Forms**

Faculty members must complete a Reserve Request Form to place non-photocopied materials (books, videos, etc.) on reserve. To place any photocopies on reserve, faculty members must complete a separate Reserve Request Form for Photocopies. These forms are available at the circulation desk or on our website at http://www.adrian.edu/library/resources/reserve_policy.php

- **Bibliographic and Copyright Information**

To facilitate copyright compliance, all photocopies must include a complete citation, including the copyright statement, clearly visible on the first page. The copyright statement will appear on either the first page of an article or near the title page of a book or journal. If this information does not appear on the first page you have copied, please including it in writing.

Example:

Johnson, Frank. "Stuck in the Sixties." New Republic 68.2 (1988): 42-51. Copyright 1988 Acme Publishing Inc.

- **Processing Time for Reserve Materials**

Please give us as much time as you can to process your reserve materials. The processing involves several steps and can become quite time-consuming. This is especially true at the beginning of the semester. If at all possible, please submit materials before the start of the semester or as early as you can. We will process ALL materials ASAP on a first-come first serve basis.

- **Personal Items**

Faculty members are welcome to place personal books and other materials on reserve. Personal items will be processed and circulated according to standard reserve procedures, including labeling to facilitate check out and sensitization to prevent theft. If the library owns the item, the library copy will be placed on reserve and the faculty member's copy returned, unless specifically requested otherwise. While all efforts will be made to safeguard personal materials, the library is not responsible for any damage or theft of personal items placed on reserve.

- **Number of Copies**

You may submit NO MORE THAN one copy of any item per 10 students (or portion thereof) enrolled in the course. You may submit 2 copies for 15 students, 3 copies for 25 students, etc. Copies in excess of this are almost never used and only add to our workload of processing materials.

- **Materials not Accepted for Reserve:**

1. **Library periodicals:** Periodicals from the Shipman Library collection may not be placed on reserve. This ensures that the entire contents of periodicals are accessible to library patrons. Since periodicals do not circulate, this should not pose a problem. Faculty members are welcome to submit photocopies of articles for reserve, as long as they fall under Fair Use guidelines, or written permission has been obtained.
2. **Materials from the reference or special collections:** Reference materials need to be readily obtainable for use by patrons and library staff. Since they do not circulate, this should not pose a problem. Materials from Special Collections are not accepted for reserve because they would risk damage from frequent handling and processing.
3. **Materials from other libraries:** Materials from other libraries are not accepted for reserve. When you borrow materials from another library, they are being loaned to you as an individual and you may not share them with others. The same is true for materials Shipman Library obtains through Interlibrary Loan. If you need materials for reserve that are not part of our collection, you may request that we order them with your departmental library budget.
4. **Workbooks:** Making photocopies from workbooks or other expendable course materials is illegal and Fair Use does not apply under any circumstances. Placing these materials on reserve encourages this illegal photocopying and is therefore not allowed.

5. **“For review” promotional copies of textbooks not adopted for course use:** We gladly accept textbooks! We will always accept non-promotional copies. In addition, we will accept promotional copies as long as the text has been adopted for the course and is available in the bookstore.
6. **Any materials in violation of copyright law:** You will find a more detailed discussion of the relevant copyright issues in the next section of this document. For now, just be aware that photocopies, copies of audiovisual materials, or software that are not within Fair Use guidelines OR are not copied with the written permission of the copyright holder, are not accepted for reserve.

- **Returning Reserve Materials**

All photocopies and personal materials will be returned at the end of each semester. Faculty members may also request the return of materials at any time. Photocopies submitted under the Fair Use guidelines may not be resubmitted in subsequent semesters without written permission of the copyright holder.

4. Copyright Compliance

The Copyright Law of the United States

All materials placed on reserve are subject to compliance with the copyright law of the United States (Title 17, US Code). The copyright law is applicable to photocopies, copies of audiovisual materials, and copies of software regardless of whether you are placing materials on reserve in the library, distributing materials in class, or placing electronic copies of documents on course web pages (like Blackboard). Books and other original materials that are directly related to your course may always be placed on reserve without violation of copyright, except for minor exceptions like workbooks.

- **Photocopies, copies of audiovisual materials and copies of software must fall into one of the following categories to comply with copyright law:**
 1. The faculty member makes the determination that the item falls under Fair Use as laid out by the guidelines of the Fair Use provision of Section 107 of the US copyright law. More information on Fair Use follows below.
 2. The faculty member obtains written permission from the copyright holder to reproduce the materials for reserve use, including the payment of copyright fees as required.
 3. The material in question is in the public domain. See the chart in Appendix A of this document.

4.1 Fair Use

What Is Fair Use?

Fair Use is a part of the copyright law that allows for limited reproduction of copyrighted material under specific circumstances, for certain uses such as teaching, research, scholarship, criticism and commentary. Copyright law is often misunderstood or misinterpreted by educators to mean that they can copy anything so long as it relates to their teaching. Actually, educators may only copy materials without permission when certain specific criteria are met.

For detailed information on Fair Use:

For more help in thinking about how your course materials fit into this complex area of copyright law, you should visit the University of Texas' Crash Course in Copyright:

<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm>

The Stanford Copyright and Fair Use website is very useful as well:

<http://fairuse.stanford.edu/>

Shipman Library also has several books that are valuable resources in understanding and interpreting Fair Use. Here are two:

1. Russell, Carrie. *Complete copyright: an everyday guide for librarians*.

Main Stacks: KF2995 .C57 2004

2. Crews, Kenneth D. *Copyright essentials for librarians and educators*.

Main Stacks: KF2995 .C74 2000

5. Other College and University Reserve Policies

- <http://www.library.unlv.edu/services/policies/reserves.html>
UNLV libraries' reserve policies
- <http://www.nyu.edu/library/bobst/info/acserv/resinfo.htm>
New York University libraries' reserve policies

6. What do I need to do to place materials on reserve?

- **Books:**
 1. Read and follow all the instructions in the "procedures" section of this document.
 2. Fill out a "Reserve Request for Non-Photocopied Materials" form.
 3. Bring the items and the form to the Circulation Desk in the library.
- **Photocopies:**
 1. Read and follow all the instructions in the "procedures" section of this document.
 2. Read and follow all the instructions in the "copyright compliance" section of this document.
 3. Fill out a "Reserve Request for Photocopied Materials" form for each group of items. Use separate forms for different courses, etc.
 4. Bring the items and the form to the Circulation Desk in the library. Be sure to include permissions for any items that do not fall under Fair Use guidelines.