

RESERVE MATERIALS POLICY

The library offers a reserve book policy for materials that demand more circulation than is possible with the regular three week loan period. The professor must indicate the length of the loan period.

1. Lists of materials for reserve should come from the faculty member to the Circulation Supervisor. In an emergency the professor may phone, email, or bring books directly to the Circulation Desk with the proper information attached.

Please use attached form! (2nd page of this doc)

2. Books or materials from any other library should not be put on reserve without first contacting the library that owns the materials.
3. Reserve lists should be given to the Circulation Supervisor **PRIOR** to handing out a reading list to students. Faculty should not assign reserve reading to students until there has been ample time for securing those items and placing them on reserve.
4. If materials are to be on reserve for the first day of classes, the library Circulation Supervisor needs them the week prior to the start of classes. If material for reserve arrives after classes have begun, **two (2) days (from the day they are received)** must be allowed for the materials to be processed and ready for reserve usage.

NOTE: The copyright laws do not permit the library to leave photocopied materials on reserve from term to term (unless permission has been obtained from the publisher).

COPYRIGHT LAWS

Copied materials which faculty desire to place on reserve must adhere to Copyright laws.

1. Professors may copy an article from a periodical for reserve, provided we subscribe to the periodical in question. (This eliminates the need to put the entire periodical on reserve, and thus preserves it.)
2. Any copied materials on reserve must be stamped:

**THIS MATERIAL MAY BE PROTECTED BY
COPYRIGHT LAW (TITLE 17 U.S. CODE)**

3. Copied materials may **NOT** be left on reserve from term to term, unless the professor has obtained permission from the publisher to leave it on reserve for subsequent quarters.
4. Any questions concerning copyright laws should be referred to the Head of Public Services.

Reserve Materials

For Kinlaw Library

Date:

Name of Professor:

Class Title and number:

Checkout length (2 hour unless otherwise noted):

In Library Use Only? YES NO

Date item(s) should come off reserve:

Professor's Signature:

** Please write the titles below or attach a sheet with titles listed. **If they are for different courses**, please make sure each course is listed for each item.

- We will put each item on 2 hour reserve and for circulation outside of the library unless otherwise noted. Items can be put on reserve for 30 minutes, 2, 3 or 6 hour, 3 or 4 day or 1 week. We can also mark them for "In Library Only" use, meaning the students may not take them from the library.
- Items will be taken off reserve and personal copies returned to you at the end of the semester or as indicated above. If the items are kept in a folder, we will keep the folder here in the library since it will have the barcode attached. We will use it again for your reserve the next time they come in to be put on reserve.
- If the item is from our library, it goes on reserve automatically with the title that is found on the online catalog. Please use that title on your syllabus. For non-library items, give us the same title of the item that you use in your syllabus. This will help your students to know the specific title of the item to ask for as listed on the syllabus.
- Give the library at least 2 working days to put items on reserve before student usage. If items are to be on reserve for the first day of classes, please bring them to the library the week prior to the start of classes.