

RESERVE POLICIES AND PROCEDURES
Including
COPYRIGHT/RESERVE PHOTOCOPYING POLICY

Louis L. Manderino Library
California University of Pennsylvania
California, Pennsylvania

Definition: “A collection of materials segregated, usually temporarily, from the general collection and assigned restrictive loan periods so as to assure greater availability to certain user groups, such as students in a particular course, who will have need of the materials within a limited time period.”¹

Materials that may be placed on reserve:

1. Any library-owned item that normally can be charged out, e.g., general stacks books or government documents.
2. **One** photocopy of a journal, magazine, or newspaper article or **one** chapter of a book. However, if a periodical article is available electronically (EBSCOhost, LexisNexis, etc.) it will **not** be placed on reserve.
3. Item supplied by a faculty member, e.g. **one** personal copy of a book.

Library-owned materials that may be placed on permanent reserve, although they are exceptions to the aforementioned definition, include:

1. Books containing computer software.
2. CD-ROM materials.
3. Videocassettes.

Library-owned materials that may **not** be placed on reserve include:

1. An entire issue of a periodical.
2. An entire bound volume of a periodical.
3. A reference collection item.
4. An interlibrary loan item.
5. CD-ROM materials.
6. Audio-cassettes.
7. Videocassettes.

The faculty member or his/her assistant must bring all reserve items to the Circulation Desk. The library staff is not responsible for the retrieval of library-owned items. However, every reasonable effort will be made by the library staff to locate reserve items that cannot be located by the faculty member or his/her assistant.

¹ Heartsill Young, ed., *The ALA Glossary of Library and Information Science* (Chicago: ALA, 1983) 193.

A lead-time of at least five days is required to insure that proper processing of material for reserve is completed. This time period is especially critical at the beginning of semesters and summer sessions. The library will not guarantee the availability of materials by a specific date when less time is afforded.

A complete reserve request form must accompany each item for reserve.

There is one loan period for reserve materials: **“LIBRARY USE ONLY”**.

The library is not responsible for lost, stolen, damaged, or missing personal items placed on reserve. The library will exercise the same care over these items it gives its own materials.

All materials are removed from reserve at the end of each semester or summer session. The faculty member must pick up personal items no later than the time grades are due. Items will not be sent back to the faculty member. The library will not be responsible for items left after the time grades are due.

COPYRIGHT/PHOTOCOPYING POLICY

The following information on copyright and reserve materials is from:

Becker, Gary H. *Copyright: A Guide to Information and Resources*. Lake Mary, FL: The Author, 1992, pp. 4-9.

The *Copyright Law* does not specifically address copying for reserve materials. However, the law still governs the making of photocopies. Library photocopying for reserve use may be permissible if all *Section 107 Fair Use Criteria* are met:

- A. The purpose and character of the use, including whether the use is of a commercial nature or for non-profit educational purposes.
- B. The nature of the copyrighted work.
- C. The amount and substantiality (extent) of the portion used to the copyrighted work as a whole.
- D. The effect of the use upon the potential market or value of the copyrighted work.

Millersville University of Pennsylvania has adopted a copyright policy that includes seven statements about library reserve materials (see: Part III, Section 7, Library Reserve Materials, www.millersv.edu/~library/Policies/copy_pol.html). The Louis L. Manderino Library has decided to adapt and adopt six of their seven statements:

1. The Library's Reserve Section may place one electronically scanned copy of a periodical article per issue or one chapter from a book on faculty reserve.

2. Library Reserve may shelve additional copies provided by faculty so long as the faculty member provides adequate assurance in writing that the copies conform to the copyright laws or that written permission from the copyright holder has been obtained.
3. Copies of copyrighted materials may not be retained on reserve for more than one [consecutive] semester for any faculty member unless the library receives assurance from the faculty member that permission to reproduce and distribute copies in this fashion has been granted by the copyright holder and that said reproduction is in accordance with all copyright laws.
4. The following notice of copyright must be placed on all photocopied materials housed by the library: **“Notice: this material may be protected by copyright law (Title 17 US Code).”**
5. “Consumable works” such as workbooks, exercises, standardized tests, booklets, and answer sheets may not be photocopied, nor will they be accepted, for placement on reserve shelves.
6. No books or materials obtained through interlibrary loan or PALCI shall be placed on reserve.