

Reserve Material Guidelines

Reserve items are a separate collection of specific books, periodical articles, and other materials (including videos, DVDs, and other media) that faculty members may set aside for students to read (or view) for a particular course. These materials generally circulate for only short periods of time.

Academic departments and/or individual faculty members may place items on reserve and may determine the loan period of the items (typically two hours or overnight).

Processing and Checkout

Reserves are labeled and shelved alphabetically according to either the instructor's last name or the department name. The reserve shelves may look this way: Beene, Biology, Collins, Johnson, Math, Psychology, Smith, Spanish. Determine how the item(s) are to be labeled (indicate on form on reverse) and inform your students under what name to request reserve materials at the Circulation Desk.

When items are placed on reserve, they are assigned a barcode number. Students must have a current student ID card to check out reserve items. The LMC is not responsible for lost, stolen, damaged, or missing personal items placed on reserve.

Restrictions

The LMC has very limited space to house reserves. Usually, no more than two (2) copies of a book will be placed on reserve. If books on reserve are owned by the LMC rather than the instructor/department, only one copy is placed on reserve – leaving the other(s) in the general circulating collection for use by other patrons. Reserve usage statistics are reviewed at the end of each semester. Department- or LMC-owned items not used for an entire semester will be removed from reserve due to space constraints.

Photocopied Items

Due to copyright restrictions, a photocopied item can only be placed on reserve for the duration of an assignment but not longer than a semester, unless a letter of permission from the copyright holder is attached to the photocopy. (Note that typically rightsholders grant permission for no more than one academic term at a time.)

One photocopy, not multiple copies, may be placed on reserve, unless a letter of permission from the copyright holder is attached to each photocopy.

If the LMC houses an item, the item – not a photocopy of the item – will be placed on reserve unless a letter of permission from the copyright holder is attached to the photocopy.

All photocopied items must bear a complete bibliographic citation to the original source.

General Copyright Information

These guidelines are based on standard library practices and incorporate the Copyright Guidelines for the Maricopa Community Colleges (MCCCD Office of General Counsel, 2002). Please read this document for clarification on the principles of fair use; printed copies are available or you may view the document online at <http://www.dist.maricopa.edu/legal/ip/guidelines.htm>.

Seeking permission to use material is not necessarily an onerous task. The Copyright Clearance Center handles permissions for thousands of works and has online services available at <http://www.copyright.com>. The aforementioned district Copyright Guidelines also contain information about seeking a rightsholder's permission.

Questions about fair use and seeking permissions may be directed to Christine Moore, Librarian, at 623-845-3425, or to Jean Ann Abel, Dean of Instruction, at 623-845-3155.