

OFFICE: Benedictine Library
Access Services

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DATE: 3/04; **UPDATED:** 2/10 revised 10/12

CATEGORY: Policy

SUBJECT: Reserve Policy

Placing Items on Reserve

Faculty or administrators may request that the Benedictine University Library place on reserve single or multiple copies of print or electronic materials; providing all reserve and copyright guidelines have been met. Requests should be delivered to the library at least two full business day before the items are expected to be available (i.e. Monday by noon will be available by Wednesday noon; Friday at 4:00 will be available by 4:00pm on Tuesday). Processing time at the beginning of the semester may be longer due to the volume of requests.

A Course Reserve Request Form must be provided for each item to be placed on reserve regardless of whether the item has been previously placed on reserve. This form is available in the library or on the library website. To ensure speedy processing, please provide a complete citation for each item. Incomplete citations will be returned.

All items are placed for the current term only. Items can be placed on reserve for the following time increments: 2-hour reserve/Library Use Only, one day, three day, or one week checkout.

Students are fined for overdue reserve items. Fines accrue at the rate of \$1 per hour.

Books and AV materials

- If the item is currently checked out to a patron, allow for at least two weeks for the item to be recalled and processed for reserve.
- If a book is a personal copy, it should have the owner's name on the inside cover. Personal copies are placed on reserve at the owner's risk. If the library owns a copy, that copy will be placed on reserve and the personal copy returned to the owner.
- Interlibrary loan guidelines prohibit placing materials from other libraries on reserve.

Copies, Articles, Exams, and Homework Solutions

- All non-book items to be placed on reserve should be accompanied by written instructions including the instructor's name, the course number, and type of reserve requested. A Course Reserve Request form with complete bibliographic citation must accompany each item.
- Non-book materials may require copyright permission – it can take up to three months to obtain permissions. **Materials that require copyright permission will not be accepted without a copy of the official copyright permission from the copyright holder.** Contact the Bookstore Manager for assistance in obtaining permission.
- Government Documents, exams, homework solutions, and class notes do not require copyright permission.
- The same copyright fair use and permissible copying guidelines that apply to classroom use also apply to items placed on reserve (see Benedictine Library Copyright Policy).

Electronic Reserves

The Electronic Reserves, system allows students to access reserve materials from anywhere on- or off-campus. E-reserves are governed by the same copyright policies that cover Paper Reserves. Electronic access will only be available when:

- The Library holds a current license to access digital versions of copyrighted materials, or
- print versions of copyrighted materials have been scanned (if the appropriate copyright permission has been obtained or is owned by the Library). The scanned material will be available for only the current class term, and will be removed from the electronic reserves system once the term is over.
- and, a copyright notice will appear on screen in the electronic reserve system for each item accessed.

Approved by: _____ Date: _____
Jack Fritts – Director of Library Services

Approved by: _____ Date: _____
Donald Taylor –Provost Academic Affairs