

Reserves Policy

(Updated 1/10/07)

FACULTY Reserve FAQs

What can be placed on Reserve?

What cannot be placed on Reserve?

How do I place items on Reserve?

How do students access my Reserve items?

Can I check out items on Reserve for my own class?

How do I remove items from Reserve?

How does Copyright relate to Reserves?

Checklist for Fair Use

Crossett Library requests that faculty submit a reserve list ((make link to Reserve List doc)) to Kathy Williams ((email link)) two weeks prior to the start of term. Lists will be processed on a first come, first served basis. The library will attempt to process reserve requests after the beginning of the term within two business days. Reserve requests received after 4:30pm Fridays will not be processed until 8:30am on the following Monday, or next business day. Crossett Library will attempt to process, but cannot guarantee, rush or same-day reserve requests. To see if your material is placed on reserve and available for check-out, search your course reserve items now. ((make this a link to Faculty/Class Reserves page))

<http://library.bennington.edu/screens/course.html>

What can be placed on Reserve?

- Any circulating Crossett Library item (books, videos, DVDs, etc.)
- Material in the public domain (census data, governmental documents, works for which copyright has expired, etc.) For more guidance on deciding if a work has passed into the public domain, see this chart < <http://www.unc.edu/~uncclng/public-d.htm> > created by Lolly Gasaway, University of North Carolina.
- Your syllabi, problem solutions, etc.
- Personal copies of books or films (**Note:** *The library prefers to purchase items that you would like to place on reserve. Please add it to your Reserve List, and indicate that Crossett Library does not own the item. If, for whatever reason, you'd rather your personal copy be placed on reserve, we will not place bar codes or spine labels on your item. Please indicate if you'd like personal items to circulate overnight on the form. If the box is not filled in, we will not allow overnight circulation.*)
- Single photocopies of articles, poems, or book chapter(s) that meet fair use guidelines. The library staff determines fair use based on Section 107 of the Copyright Law ((put in link to **How does Copyright and Fair Use relate to Reserves?**)). All photocopied materials will be made available electronically and must include a notice of copyright. For full requirement information, please view the [Articles/Photocopies](#) section of the Ereserves policy ((LINK)) or contact Kathy Williams ((Email))
- Papers written by your students for class-wide review
- Any material for which you have obtained permission from the copyright owner or through the [Copyright Clearance Center](#). (Add CCC link to the academic section)

What cannot be placed on Reserve?

Below is a sampling of what cannot be placed on reserve. If you are unsure of the suitability of an item, please contact Kathy Williams. ((Email link))

- Photocopies of a complete book or a substantial portion of a copyrighted work.

- “Consumable” publications, such as standardized tests, workbooks, or exercises.
- Certain non-circulating items from Crossett Library, such as bound journals and Special Collections materials (exceptions made on a case-by-case basis).
- Interlibrary Loan (ILL) may not be utilized to obtain copies of items for Reserve, nor can a patron order items via ILL that are on Reserve. We will gladly purchase new material to add to the collection.

(Note: It is a violation of the ILL code to obtain materials from other institutions and place them on reserve for course use. Libraries agree to send materials through ILL programs trusting that the item will endure wear and tear from only the borrowing patron indicated on the request – not usage from a group or class. ILL is accepted by publishers as falling within fair use when the transaction is initiated on behalf of a specific individual for his/her personal use.)

How do I place items on Reserve?

For books, films, and articles, you must first fill out a **Crossett Library ~ Reserve List** form, located on the college's Web site http://www.bennington.edu/facstaff_lib_reserveonline.asp
Faculty & Staff > Library Resources > Put library items on reserve.
Please give or send this form to Kathy Williams kathyw@bennington.edu

If two or more faculty members request the same item for reserve, both faculty members will receive a course listing in the Reserve binder, held at the circulation desk, which will include the title of the item. Course lists are listed in alphabetical order by faculty surname. Entries on course lists will include the item's title, author, and call number. All available library copies will be placed on reserve. Typically, the library does not purchase duplicate copies, but this will be determined on a case-by-case basis.

How do students access my Reserve items?

Reserve items are kept behind the circulation desk. Your students may check out one reserve item at a time. Reserve books can be checked out for 2 hours (reserve films for 4 hours) and must remain in the library. Sometimes more than one item can be checked out at a time, or for an extended period of time, if the faculty deems it necessary for the completion of assignments. Please discuss this option with Kathy Williams ((email link)).

A reserve item may be checked out overnight one hour before the library closes. Overnight loans are due no later than one half-hour after the library opens the following day. (Monday through Friday by 9:00 am; Saturday and Sunday by 10:30am.)

Students are responsible for the return of all materials. Overdue fines are charged on an hourly basis. Occasionally a student will misuse or not return reserve items in a timely manner. If this happens, the library will let you know that the material is not available for other students.

Can I check out items on Reserve for my own class?

You may certainly check out items on reserve. The faculty check-out period for reserve items is seven (7) days for books or films. It is a good idea to place items on reserve, such as films, if you know you will need to show them during a specific class date. If, after the showing, the item no longer needs to be on Reserve, please tell Kathy Williams ((email)) and it will be placed back in regular circulation. If you would like to keep the reserve item for an extended period, please talk with a staff member at the Circulation Desk.

How do I remove items from Reserve?

Items can be removed from your reserve list and placed back in the regular circulating collection at any time during term. When term has ended, all reserve items are removed from the course lists and returned to the library shelves. All electronic files are made “inactive” when the term has ended. If you anticipate that students with end-of-term assignment extensions will need access to

this material, please contact Kathy Williams ((email)) as soon as possible. Personal materials are returned via campus mail if you have not already removed such items from the library. If you wish to have a copy of your class reserve list, please access it on-line and print it out before the end of term. **Search your course reserve items now. ((make this a link to Faculty/Class Reserves page))** <http://library.bennington.edu/screens/course.html>

How does Copyright relate to Reserves?

Course reserves are managed according to copyright law. Section 107 of the Copyright Law contains a list of reasons why the reproduction of a work might be considered “fair.” For academic purposes, these purposes may include criticism, comment, news reporting, teaching, scholarship, and research. Section 107 outlines four factors to be considered in determining whether or not a particular use is fair:

The four factors of fair use are:

1. the **purpose** and character of your use
2. the **nature** of the copyrighted work
3. the **amount** and substantiality of the portion taken, and
4. the **effect** of the use upon the potential market.

Materials may be copied and placed on reserve if Crossett Library deems the work a “fair use.” Please visit the web sites below for more detail.

An excellent source for more information on Copyright & Fair Use has been provided by Stanford University Libraries: <http://fairuse.stanford.edu/index.html>

U.S. Copyright Office’s explanation of Fair Use:
<http://www.copyright.gov/fls/fl102.html>

Copyright Law of the United States of America and Related Laws contained in Title 17 of the United States Code:
<http://www.copyright.gov/title17/92chap1.html#107>

[UT System Crash Course in Copyright](http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm#top)
<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm#top>

The Copyright Crash Course © 2001 Georgia K. Harper. University of Texas.

Explains academic issues pertaining to copyright, including fair use and creation of educational multimedia, as well as copyright presentations geared toward specific college-community groups – faculty, students, libraries, and others.

Checklist for Fair Use

<http://www.copyright.iupui.edu/checklist.pdf>

The IUPUI Copyright Management Center (Indiana University-Purdue University Indianapolis [IUPUI]) has created a checklist to help users evaluate the four factors in making “fair use” decisions.