

Library Reserve FAQ for Faculty

E-reserves

- E-reserves must be presented in a way so that access is limited to those enrolled in the class for which the material is intended.
- Right now we can create access to materials within our databases (EBSCOhost, ProQuest, etc.) through our library catalog. We are working on ways of making other materials available as well. Moodle should help with this.
- More information will be forthcoming.

Textbooks

Thanks to a grant from the Meder Foundation, select textbooks are available on Regular Reserve (2 hours, in the library). Decisions as to which texts to make available each semester should be made at the division level, and then submitted to Sarah for purchase before the semester begins. Sarah will provide a budget for each division.

Normal Reserves

How do I place an item on Reserve?

Please fill out a *Library Reserve Form*. Use a new form for each course. Forms can be obtained from a librarian, or printed from the library web site (From <http://cardcatalog.svc.edu>, click on *About the Library* (left hand bar) and find *Reserves* information.)

What can I put on Reserve?

- Items not subject to Fair Use Guidelines:
 - Any item the library owns.
 - Any item you own.
 - Your syllabi and/or class notes.
 - Your students' papers (e.g. for the rest of the class to read)
 - Any item in the public domain. (Government documents, works with expired copyright, etc.)
- Copies of items that satisfy Fair Use Guidelines. (See *Fair Use Checklist*.)
- Copies of items for which you have obtained copyright permission.

What CAN'T be put on Reserve?

- Interlibrary loan items, rented videos, etc.
- Copies of items that do NOT meet Fair Use Guidelines (**copies of** whole or large parts of a book or journal, etc. See *Fair Use Checklist*.)

How many copies can I put on reserve?

For items subject to Fair Use Guidelines, we suggest one copy per course section. For other items, you may reserve as many copies as you like.

Can I put an item on reserve for subsequent semesters?

Only if item is not subject to Fair Use Guidelines. Otherwise permission must be sought for repeated use of the same item for the same course with the same instructor.

Library Reserve FAQ for Faculty

What are the rules for student use?

- All Reserve items are stored behind the library's circulation desk. Students should request them there: Non-textbook reserves are shelved by faculty surname. Textbooks are kept separate and shelved by course number as there may be more than one instructor per course.
- If there is no one behind the desk, students should find a librarian to assist. They may NOT retrieve items on their own. All items are checked out to the student—no matter how brief the use—so that: 1) we know who has it if it is damaged or disappears and 2) general use statistics may be tallied.
- Regular Reserve and textbooks may be borrowed for up to two hours, and items must remain in the library. Students may read in the library, or photocopy/scan for personal use.
- Overnight Reserve items may be taken home for up to four nights. Some library-owned items may not be available for this option.

What if an item is lost?

- Library items that are lost will be replaced as appropriate and practical. (e.g. we may not replace something that disappears near the end of the semester.)
- If you place your own items on reserve, please be aware that there is a small chance they will not be returned. If this happens we will charge the student a replacement fee, set by you, and refund you the fee. It will be up to you to replace the material as you see fit.

Can you tell me which of my students have used my reserves?

No. We can tell you how many times a particular item has been checked out, but once it is returned, there is no personal information attached to it.

How do I remove an item from Reserve?

- You may remove an item at any time by speaking to a Sarah or Andrea. Please do not just take an item from the shelf; records need to be removed from our cataloging system.
- Anything not retrieved by the last day of final exams will be de-processed by a librarian and returned to your mailbox or to the library shelves.
- As a courtesy, we record the number of uses an item receives and return that number to you with the item to assist you in assessing its usefulness.