Schmidt Library

Course Reserve Policy

Effective Date: September 19, 2017
Last Revised:
Review Period: Ongoing
Policy Owner: Joy Rusonis  irusonis@ycp.edu

Schmidt Library will provide the opportunity to make supplemental course material available to students through online e-reserves and physical reserves. Reserves will be processed using best practice guidelines for fair use and copyright. Reserves will be provided at no cost to students and will be protected by password for e-reserves and by student checkout for physical reserves.

For more information about library policy concerning course reserves, please see http://library.ycp.edu/facultyresources/collectiondevelopment. Information on copyright and fair use is available at https://www.copyright.gov/title17/92chap1.html and http://www.arl.org/focus-areas/copyright-ip/fair-use/code-of-best-practices

:: E-Reserves Guidelines:

1. Submit reserve at least one week before needed by students.
2. All items must have complete citation information.
   a. For books that includes: title, author, publisher, year of copyright and page numbers. A scan of copyright page is helpful.
   b. For journals that includes: title of journal, title of article, author(s) of article, volume and issue of journal, and page numbers.
3. Scans of articles or book chapters may be physically brought to the library. All scans should be clear and legible. Reserve Request Forms are available at the Library Help Desk. If you need an item scanned, this may be done on a limited basis by library staff upon request. Scanners are also available in the library.
4. Scans of articles or book sections may be emailed to the staff member responsible for reserves.
   a. All emails should include citation information, name of course and course number, preferred title of e-reserve, time frame for reserve (full semester or specific dates), and name of faculty.
5. Scanned articles or book chapters will be archived. However, all e-reserves will be available for one semester at a time. E-reserves must be renewed each semester and copyright, if needed, will be paid for each semester used.
6. Up to 10 percent of a book may be placed on e-reserve. This may be continuous pages or various paging. If a chapter is more than 10 percent, one chapter may be placed on reserve.
7. If more than 10 percent of a book will be needed by students, the entire book may be placed on physical reserve as an alternative to e-reserves.
8. All e-reserve courses must have a password. The password should be changed each calendar year.
9. Items that are not available through Schmidt Library holdings and for which copyright cannot be obtained (or are cost prohibitive) may be refused for reserve.
10. Any reserve that falls outside of guidelines may be decided on a case-by-case basis.
Course Reserve Policy

:: Physical Reserve Guidelines:

1. Submit reserve at least one week before needed by students.
2. Reserve Request Forms are available at the Library Help Desk. Please include: name of course and course number, time frame for reserve, name and contact information of faculty.
3. Library materials to be placed on reserve should be pulled from shelves and brought to the Library Help Desk. If you need to have items pulled, this may be done on a limited basis by library staff upon request.
4. Personal copies of an item may be placed on reserve. These items must be picked up from the library at the end of the semester unless other arrangements are made. Be aware that stickers and tape may be applied to an item when it is put on physical reserve.
5. Any item with additional content via the internet with access code security identification will not be placed on reserve.
6. Most items are available for two-hour, in-library use. However, items may be placed on one- to three-day reserve and be permitted to be taken from the library.

RESERVE AVAILABILITY BY TYPE

<table>
<thead>
<tr>
<th></th>
<th>Physical reserve</th>
<th>E-reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schmidt Library book</td>
<td>Yes</td>
<td>Yes, up to 10 percent or one chapter</td>
</tr>
<tr>
<td>Faculty-owned book</td>
<td>Yes</td>
<td>Yes, (up to 10 percent or one chapter) with copyright permission, or if purchased by library, or if book placed on physical reserve</td>
</tr>
<tr>
<td>Library-owned DVD or CD</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Faculty-owned DVD or CD</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Article available online at YCP</td>
<td>No</td>
<td>Yes, as secure link</td>
</tr>
<tr>
<td>Article available in print at YCP</td>
<td>No</td>
<td>Yes, as attached file</td>
</tr>
<tr>
<td>Article not available online or in print from YCP</td>
<td>No</td>
<td>Yes, with copyright permission</td>
</tr>
<tr>
<td>Interlibrary loan or E-ZBorrow book</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>