

# **Course Reserves Policy**

OFFICE: Library

DEPARTMENT: Access Services

DATE: Last revised May 2017

CATEGORY: Policy

SUBJECT: Reserves 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; provided all reserve and copyright guidelines have been met. Requests should be delivered to the library at least two full business days 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 term may be longer due to the volume of requests.

A copy of the electronic [Course Reserve Request](#) form or the [Printable 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. To ensure timely processing, 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      Fines= \$1 per hour up to \$20
- One day      Fines= \$5 per day up to \$25
- Three day      Fines= \$5 per day up to \$25
- One week checkout.      Fines= \$5 per day up to \$25

**Students are fined for overdue reserve items.**

## **Books and AV materials**

- If the item is currently checked out, allow 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.
- Inter-Library loan guidelines prohibit placing materials from other libraries on reserve.

## **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 following criteria have been met:

- The Library holds access digital versions of materials or print versions of copyrighted materials have been scanned (if the appropriate copyright permission has been

obtained). The scanned material will be available the current class term, and will be removed from the electronic reserves system once the term is over.

- A copyright notice will appear on screen in the electronic reserve system for each item accessed.

### **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
  - The 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 cannot be accepted without a copy of the official copyright permission from the copyright holder.** Contact the Bookstore Manager ((630) 829-6010) 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 ([Benedictine Library Copyright Policy](#)). If you have any questions regarding copyright, please contact the Library (630-829-6057.)

**Approved by:** \_\_\_\_\_

Date: \_\_\_\_\_ Jack Fritts – Director of Library Services

**Approved by:** \_\_\_\_\_

Date: \_\_\_\_\_ Provost Academic Affairs