

Faculty Course Reserves - Policies and Procedures

1. Purpose and Scope

Materials are placed on faculty reserve at the request of instructors as supplemental course information. By placing an item on reserve, an instructor limits the loan period, ensuring that all students enrolled in a particular course have access to the reserved material. The Library does not otherwise limit access to reserve materials, anyone with a current Sul Ross ID may check out them out.

Materials have reserve status only **during the semester in which the designated course is being taught.**

2. Placing items on Reserve

Please complete the ["faculty reserve" form](#) or at the Library's Circulation Desk. After you have signed it, please bring it to the Library with the materials you wish to be placed on reserve.

If you have obtained permission for copyright-protected photocopies to remain in the reserve collection for longer than one semester, please present documentation to that effect (see "obtaining copyright permission" below). We will then fulfill your reserve request. Please allow 24 hours for items to be placed on course reserve.

3. Circulation Restrictions

Instructors may designate the following loan periods for course reserves:

STRICT - 4 hours, in-library use only

1 DAY – due midnight the following day, may leave the library

1 WEEK – due midnight on the 7th day, may leave the library

4. Removing Items on Reserve

- Items may only be removed from reserve by instructors or authorized reserve proxies.
- An instructor must notify the Circulation Supervisor before the end of the current semester if he or she wishes an item to remain on reserve for a course taught the succeeding semester.
- Materials can be temporarily released from reserve status at the request of the course instructor and in cooperation with the Circulation Supervisor.
- Instructors will be notified at the end of a reserve period when they can pick up personal items that have been removed from course reserve status. Any items that are not picked up will be returned through inter-campus mail.

SEMESTERS at SUL ROSS:

Spring
Summer I
Summer II
Fall

5. Copyright

The library bases its policy regarding copyright-protected and photocopied materials on the American Library Association's "Model Policy Concerning College and University Photocopying for Classroom, Research, and Library Reserve Use", ¹ which interprets United States Copyright Law, title 17.² Therefore:

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- The same photocopied material (1 chapter from a book or 1 article from a periodical) may not stay on reserve for longer than one semester unless necessary permission has been requested from and granted by the copyright holder.
 - ⇒ For example, if you place a copyright-protected article on reserve in the Spring and do not obtain permission from the copyright holder, the next time you will be able to place it on reserve under this common interpretation of the “Fair Use” doctrine would be the second Summer session.
- Please limit the number of initial photocopies placed on reserve to two (2) per title. Please contact the Circulation Supervisor if more copies need to be made.
- Most library materials and personal items (e.g., practice tests) may be placed on reserve. Reference materials, library copies of entire periodicals, and non-circulating items will not be accepted for reserve because access is already restricted to the building.

6. Obtaining Copyright Permission

We request that instructors obtain permission for copyright-protected photocopies to remain in the reserve collection for longer than one semester.

The library has an account with the [Copyright Clearance Center](#), and will request copyright permission through this company for you. Any costs associated with obtaining permission will be billed to your department.

If permission is not available through the Copyright Clearance Center, you may request permission directly from the copyright holder. The American Association of Publishers suggests that the following information be included in the missive:

- “author's, editor's, translator's full name(s)
- title, edition and volume number of book or journal
- copyright date
- ISBN for books, ISSN for magazines and journals
- numbers of the exact pages, figures and illustrations
- if you are requesting a chapter or more, both exact chapter(s) and exact page numbers
- whether material will be used alone or combined with other photocopied material
- number of copies to be produced
- name of college or university
- course name and number
- semester and year in which material will be used
- instructor's full name
- method of reproduction (photocopying, scanning, etc.).”³

¹ This 1982 statement by the American Library Association is available online at <http://www.cni.org/docs/infopols/ALA.html>

² The United States copyright law is available online at <http://www.copyright.gov/title17/circ92.pdf>
The policy most commonly refers to Section 107, the “Fair Use” doctrine.

³ Excerpt from “Higher Education Committee: How to Request Copyright Permission from Publishers”, 1998.
Available online at <http://www.publishers.org/about/higheredpermission.cfm>