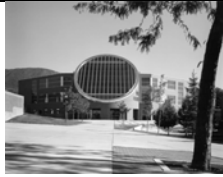




SUBJECT: Reserve

- I. **Purpose:** The Reserve Collection provides equal access to all students to materials needed for classes.
- II. **Types of Materials:** Books removed from the main collection or provided by faculty members are located at the circulation desk. Copies of periodical articles, old tests, professor notes, etc., are placed on electronic reserve on the library web page, which enables students to access the materials any time.
- III. **Length of Reserve:** Materials are placed on reserve for one semester at a time unless the class is taught every semester, in which case the material may remain on reserve permanently.
- IV. **Placing items on Reserve:** At the beginning of each semester, a reminder is sent to all faculty members requesting a listing of items for reserve. Requests for reserve may also be made via electronic mail at [reserve@suu.edu](mailto:reserve@suu.edu).
- V. **Checkout periods:** Books and media may be placed on hourly, daily or weekly reserve. A student ID is required to check out these items.
- VI. **Copyright Law:** To ensure compliance with the copyright law, the library requires faculty members to certify that photocopied material placed on reserve is covered under the "fair use" provisions of the law, or that permission has been obtained from the copyright owner to copy the materials. Faculty **must** obtain copyright clearance for articles placed on reserve for a second semester. Verification of permission to copy must be supplied in the form of a written authorization from the publisher or author. (See Appendix A for Instructions for Requesting Copyright Permission).
  - A. "Fair Use" Copyright Guidelines:
    1. Only a small portion of a copyrighted work should be placed in reserve. As a general rule only a single article from a periodical or journal, a single short poem or one chapter from a book should be copied and placed on reserve. Photocopies of copyrighted works should not be used in place of a course textbook.
    2. The number of different articles and excerpts should not be excessive whether the material is bound together or to be used separately. Such photocopying is more likely to be considered suitable for purchase of a book, and thus less likely to be deemed fair use. In all cases, the effect of photocopying the materials should not be detrimental to the market for the work. See <http://www.nacs.org/public/copyright/> for additional information.



3. Placing of copyrighted material on reserve for **multiple** courses or **successive** semesters or years, will normally require **advance** permission from the owner of the copyright. In general, copying for reserve use should be at the instance and inspiration of the individual teacher. The decision to use the work would be so close to the time it is to be used for maximum teaching effectiveness, that permission could not be secured prior to use. The “fair use” justification is greatly weakened in the case of photocopying repeatedly for use in successive semesters or classes or when the decision to copy is made months before copies are made. All copied materials that are placed on reserve during a semester, and which come under the legal limits of “fair use” will be returned to the faculty member at the end of the semester. **Repeated use of the same material for succeeding semesters is more often than not considered a violation of copyright unless permission is secured from the copyright holder.**
  4. All “fair use” copying must be made on the campus. Use of a for-profit copy center for “fair use” copying will certainly be held to violate the copyright laws.
  5. The fact that a work is out of print does not waive copyright, but may justify limited fair use copying.
- B. Securing Copyright Permission:
1. Permission from the author or publisher must be secured for copying which does not meet “fair use” guidelines. Most publishers will give permission to use copyrighted material if one is willing to pay for the use. Both the request for permission and the response must be in writing. The request should be very specific listing the author, title, pages, articles or chapters you want to use and under what conditions you want to use them. Address the envelope to the copyright department to expedite the process. Addresses of publishers may be found in the book or magazine, from web pages or the collection development office in the library.
  2. Copies of copyrighted material for which the faculty member has written permission from the copyright holder will be placed on SUU reserve.

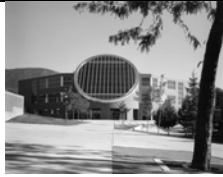


## Appendix A

### Requesting Copyright Permission

- I. A federal court ruling reaffirmed the need to obtain permission to use copyrighted materials in college course anthologies. Publishers want to make these materials available to you quickly and inexpensively but they need your cooperation. Whether you request permissions yourself or through a college store or copy service, these suggestions will speed the process.
  - A. **Request permission at the same time you order textbooks**, the earlier the better in the event your request cannot be granted and you need to substitute other materials. Publishers do not always control rights and need time to research the extent to which permission may be granted.
  - B. **Direct your request to the publisher's Copyrights and Permissions Department, not the author.** If publishers do not control the rights, they will inform you whom to contact.
  - C. **Include all of the following information in your request:**
    1. Author's, editor's or translator's full name(s)
    2. Title, edition and volume number of book or journal
    3. Copyright date
    4. ISBN for books, ISSN for magazines and journals
    5. Numbers of exact pages, figures, and illustrations
    6. If you are requesting a chapter or more: both exact chapter(s) and exact page numbers
    7. Number of copies to be made
    8. Whether material will be used alone or combined with other photocopied materials
    9. Name of college or university
    10. Course name and number
    11. Semester and year in which material will be used
    12. Instructor's full name
  - D. **Request permission whether or not works are in print.**
  - E. **Provide your complete address and the name of a contact person and telephone number in case there are any questions.**
- II. In many cases your college bookstore or other service can assist you and/or provide appropriate forms. The publisher's response form will provide the information about payment and fees, which are determined by the individual publisher. A booklet, *Questions and Answers on Copyright for the Campus Community*, is available through most college stores or on request from **AAP**.

**AAP** – Association of American Publishers  
220 East 23<sup>rd</sup> St. New York, NY 10010  
(212) 689-8920



**GERALD R. SHERRATT LIBRARY**

**LIBRARY DEPARTMENTAL POLICIES**

Policy No.: 2.6

Date: 10/30/02; 3/23/07

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**Appendix B**

**GERALD R. SHERRATT LIBRARY**

**RESERVE BOOK ROOM/ELECTRONIC RESERVE REQUEST FORM**

**Electronic Reserve (eReserves)** - Internet access to documents or files via Library web page. Preferred method is to send as an email attachments in GroupWise to [ereserve@suu.edu](mailto:ereserve@suu.edu). Documents can also be delivered to the Library Circulation Desk where they will be scanned and saved as a pdf file. **Please obtain copyright permission.**

INSTRUCTOR \_\_\_\_\_ COURSE/SEMESTER \_\_\_\_\_

**Reserve Book Room** -for required books and texts.

INSTRUCTOR \_\_\_\_\_ COURSE \_\_\_\_\_

SEMESTER \_\_\_\_\_ CKO TIME \_\_\_\_\_  
(2 hrs, 1 day, or 1 week)

Please attach a list of all books and materials to be placed on reserve & **please sign the release form below.**

**Media Reserve** - for media items (videos, CD's, tapes, MP3, etc.) reserved for use by class members.

INSTRUCTOR \_\_\_\_\_ COURSE \_\_\_\_\_

SEMESTER \_\_\_\_\_ CKO TIME \_\_\_\_\_  
(2 hrs, 1 day, or 1 week)

**Attention instructors!** Please inform students that they are REQUIRED to have their current SUU ID card when checking out Reserve Book Room or Media Reserve items (not Electronic Reserve).

1. To my knowledge the materials I am placing on Reserve in no way violate the copyright laws or the rules governing the "fair-use" provision of the law.
2. I have obtained copyright permission from the publisher for all materials not covered by the "spontaneity" clause..

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE/OFFICE LOCATION

\_\_\_\_\_  
Date

Pease allow two working days to have material available to students.