

What Are Course Reserves?

Course Reserves are materials designated by faculty or staff for use by students in a specific course to support classroom instruction. The materials are maintained in a separate location within the library, and access to the material is more restricted than is access to items in general circulation.

The purpose of a reserve collection is to:

- Support needs of a defined group of patrons within WWCC Hay Library College Community (usually a class)
- Provide timely, convenient and efficient access to high-demand materials
- Protect materials that are at a high risk of theft or vandalism

Students may not place materials on course reserve. Materials may be placed on reserve at the Hay Library, and include print materials, AV materials, photocopies of articles, and personal copies. Other materials may be designated for use only inside the library or to circulate for a limited period of time at the instructor's discretion.

We allow up to 10 items at any one time per instructor per course. No more than 25 items total for any instructor will be placed on hold at any one time. If more than this is required please see the Associate Librarian to see if other arrangements can be made.

Please remember that it takes time to process reserves! To assure that your material is on reserve by the first day of classes we ask that you submit materials at least **two weeks** prior to the start of the semester. All reserve requests will be processed in the order in which they are received. **No rushes will be allowed.** Faculty members will receive an e-mail when their reserve materials have been processed.

At the end of each semester, all reserve items are removed from the course lists and returned to the library stacks. Materials belonging to faculty members are returned via campus mail. **NO EXCEPTIONS**

How to Place Print or AV Materials on Reserve

These materials include books, videos, class notes, sample tests, and copies that meet copyright guidelines (see below).

Please fill out a "reserve request form" and deliver materials to be placed on course reserve to the Circulation Desk for processing. Library staff will pull materials already held in our collections. Include a complete citation on the first page of each photocopied document. Print a copy of the reserve request form, or use the online version. Forms are also available at the circulation desk. Until a form is completed the item(s) will not be placed on reserve.

Personal Copies of Books

Bring personal copies of books to the Circulation desk. We caution that some amount of wear and tear should be expected when the books are on reserve. The library does not accept responsibility for damage to personal materials or stolen materials.

Library Owned Books

You may supply the library with a list of the titles and call numbers of the books you want on reserve or you may submit the books yourself. Blank request forms are available at Circulation or the online request form may be used.

Library Purchase for Reserve

The Library can purchase a copy of the book that will be used as primary reading in your class if the book is appropriate for the library collection. Requests for purchase should be made as early as possible.

There are instances in which the Library will purchase multiple copies of books for reserve. If the Library is to order multiple copies, the following guidelines should be met:

- The book should contain more than one chapter of required reading for the class.
- The material should be something that the instructor plans to use for more than one semester.
- The number of copies ordered will correspond to the number of students enrolled in the class with a maximum of 5 copies.

Required textbooks for a course are generally not purchased for reserves or the library collection. If the Library already owns a copy of a textbook or if a Liaison decides to buy a copy, these can be placed on reserve. You may also place your own personal copy of a textbook on reserve.

Photocopied Materials

Submit photocopied materials to the Circulation Desk. If the article is from a library-owned periodical, we ask that you to photocopy the article(s). If necessary, the entire issue or bound volume may be placed on reserve. Materials will not be placed on reserve unless proper source acknowledgement is clearly printed on the first page. **An additional 5 working days processing time may be needed for individual articles.**

General Reserve Rules

Books can be placed on 7-day, 3-day, 1-day, or strict reserve (In Library Use ONLY) as directed by the instructor. During the final examination period each semester, all books on Reserve become strict 2-hour books. This can also occur in the 5 day period before the assignment is due, if limited copies are available. All books borrowed from Reserve Desk must be returned directly to the Circulation Desk.

7-Day, 3-Day & 1-Day Reserves

Books in this category may be taken out of the library for the number of days indicated and are due at any time on the due date.

Strict Reserves

Books in this category will be checked out but cannot be taken out of the building, and have a strict 2-hour time limit.

Renewals

1-day, 3-day and 7-day reserves cannot be renewed. Strict 2-hour reserves may be renewed only twice.

Planning Ahead

In order to have material available for the first day of class, you need to plan ahead. Allow 2 weeks of lead time before the beginning of each quarter. During the remainder of the semester, processing time is approximately 5 days. Additional time will be needed if an item must be purchased for course reserve or is an individual article. (See above)

Copyright

All materials brought to the Hay Library Circulation Department for reserve must meet the "fair use" standard as outlined by the Copyright Law of the United States (Title 17 of the United States Code). "Fair use" guidelines permit limited reproduction of copyrighted works for educational and research purposes. A copy is considered within "fair use" guidelines when the portion used is small in relation to the work as a whole, and there is little impact of the use on the potential market for the copyrighted work. The copyright owner may also grant permission for uses beyond "fair use."

Hay Library interprets these guidelines in the following way:

- 1 copy of one excerpt from a published work will be placed on reserve. Each copy must have source and copyright acknowledgement clearly printed on the front page.
- one chapter from a book
- one article or short work from an anthology
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper
- not more than three articles from one issue of a periodical
- Photocopied materials may not be placed on reserve every semester without seeking permission.
- The same materials may not be used for more than one course.
- Faculty members should not repeatedly photocopy excerpts from one periodical or author without seeking permission.

Photocopies exceeding fair use will be placed on reserve **only** if permission is obtained from the publisher. Copyright clearance for some items may take several months.

Items from Other Libraries

It is against general library ethics and the Interlibrary Loan Code to place materials from other libraries on reserve. This includes books, journal articles or video and sound recordings requested through Interlibrary Loan, as well as items you have directly checked out from other libraries.

Information to Share with Your Students:

They will need the following in order to use any item on course reserves

- A WWCC or WYLDCAT partner library card is needed to check out the item even if it is “Library Use Only”
- Faculty name, course name & number.

Removing Items from Reserve

At the end of each semester, all reserve items are removed from the course lists and returned to the library stacks. Materials belonging to faculty members are returned via campus mail.

WWCC Hay Library Course Reserves Policy

Short version

- We allow up to 10 items at any one time per instructor per course.
- No more than 25 items total for any instructor will be placed on hold at any one time.
- To assure that your material is on reserve by the first day of classes we ask that you submit materials at least **two weeks** prior to the start of the semester.
- All reserve requests will be processed in the order in which they are received. **No rushes will be allowed.**
- During the remainder of the semester, processing time is approximately 5 days.
- An additional 5 working days processing time may be needed for individual articles or if item(s) needs to be purchased.
- Faculty members will receive an e-mail when their reserve materials have been processed.
- At the end of each semester, all reserve items are removed from the course lists and returned to the library stacks. Materials belonging to faculty members are returned via campus mail
- Please fill out a "reserve request form" and deliver materials to be placed on course reserve to the Circulation Desk for processing. Library staff will pull materials already held in our collections.
- Include a complete citation on the first page of each photocopied document.
- Until a form is completed the item(s) will not be placed on reserve.
- The library does not accept responsibility for damage to personal materials or stolen materials.
- Books can be placed on 7-day, 3-day, 1-day, or strict reserve (In Library Use ONLY) as directed by the instructor.
- During the final examination period each semester, all books on Reserve become strict 2-hour books. This can also occur in the 5 day period before the assignment is due, if limited copies are available. (please note this in comment section for each item on the request form)
- All books borrowed from Reserve Desk must be returned directly to the Circulation Desk.
- 1-day, 3-day and 7-day reserves cannot be renewed. Strict 2-hour reserves may be renewed only twice.
- All materials brought to the Hay Library Circulation Department for reserve must meet the "fair use" standard as outlined by the Copyright Law of the United States (Title 17 of the United States Code).
- "Fair use" guidelines permit limited reproduction of copyrighted works for educational and research purposes.
- A copy is considered within "fair use" guidelines when the portion used is small in relation to the work as a whole, and there is little impact of the use on the potential market for the copyrighted work.
- The copyright owner may also grant permission for uses beyond "fair use."
- Please share the following information with your students: They will need the following in order to use any item on course reserves. A WWCC or WYLDCAT partner library card is needed to check out the item even if it is "Library Use Only" as well as Faculty name, course name & number.