

# Brother Edmond Drouin Library Walsh University

## Policy 13: Hard Copy Reserves

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### 1.0 PURPOSE

This document outlines the process for putting items on reserve and copyright guidelines for fair use of these items.

### 2.0 SUBMITTING ITEMS AND REQUESTS

- 2.1 Faculty and staff wishing to place an item on reserve will fill out the “Walsh University Library Reserve List” form, available at the checkout desk.
- 2.2 To insure availability the first day of a semester, faculty should submit items at least two weeks in advance. Longer lead times apply to some materials listed below (see 2.5, 2.6)
- 2.3 Items may be placed on reserve at any time and will normally be available within three days. The following may cause delays:
  - 2.3.1 Requests submitted during the first two weeks of class
  - 2.3.2 Requests with incomplete or incorrect citations (see 2.4)
  - 2.3.3 Requests not accompanied by materials
  - 2.3.4 Requests with items that have poor document quality
- 2.4 Full bibliographic citations must accompany all documents, and will appear on the items
- 2.5 Books and videos in the Walsh library: If an item is checked out, it may take two weeks to make it available
- 2.6 Books and videos the library purchases
  - 2.6.1 Items from other libraries can not be placed on reserve
  - 2.6.2 For reserve requests not owned by the library, please submit requests at least eight weeks in advance
- 2.7 Personal books and videos
  - 2.7.1 Bar codes must be added to the covers of all books on reserve and the cases of all videos
  - 2.7.2 Insertion of a security tag is standard practice. This will be omitted at the request of a faculty member
  - 2.7.3 Photocopies of books or copies of videos made without permission of the copyright owner will not be placed on reserve
  - 2.7.4 Physically worn items should be replaced
- 2.8 Copies
  - 2.8.1 All copies to be placed on reserve must accompany the “Reserve List” request form

- 2.8.2 Copies should have good document quality, free of black margins and shadows. Many photocopiers have controls to eliminate black margins; library staff can assist you in making copies
- 2.8.3 Physically worn items should be freshly recopied from originals

### 3.0 RESERVE PERIODS AND FINES

Reserve Period	Use Period	Overdue fine
2 Hour	120 minutes in library	\$1.00 per hour
1 Day	Closing time next day	\$1.00 per day
3 Day	Closing time 3 days later	\$1.00 per day

### 4.0 COPYRIGHT

- 4.1 Copyright law (US Code, Title 17, Section 107) states: “Notwithstanding the provisions of sections 106 and 106A, the fair use of copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:
  - 4.1.1 The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
  - 4.1.2 The nature of the copyrighted work;
  - 4.1.3 The amount and substantiality of the portion used in relation to the copyrighted whole; and
  - 4.1.4 The effect of the use upon the potential market for or value of the copyrighted work
- 4.2 Fair-use guidelines have been written by the American Library Association (ALA) and other groups. They have no legal standing, but have been in use for years and have not been challenged
- 4.3 Following precedent set at many other institutions (see Austin, B. “Four Scenarios Concerning Fair Use and Copyright Costs. *Journal of Document Delivery & Information Supply* 13, no. 3 (2003):1-13) The Walsh University Library claims fair use for copies of any item owned by the library
- 4.4 For items not owned by the library, the Brother Edmond Drouin Library of Walsh University, subsequent to the first use of a copy, will seek and pay for permission from the copyright owner to make the copy available on reserve
  - 4.4.1 If the copyright owner fails to respond to the request for permission in a timely manner, the library, having made a good faith effort, will assume fair use
  - 4.4.2 The library will pay up to \$25.00 for permission to place a copy on reserve. If the cost is greater than that, the item will not be placed on reserve unless the professor or academic division pays the cost.
  - 4.4.3 The library will pay permission fees for no more than five items per course. Fees for items beyond that number will be paid by the professor or academic division
- 4.5 For more information, check the [Copyright Quickguide](#)

### 5.0 LIMITS

Faculty may place up to 25 items on reserve per course. Copies of items are limited to 50 pages each.

### 6.0 REMOVAL OF ITEMS

- 6.1 Faculty may remove items at any time
- 6.2 The library retains the reserve sheet until its information is processed, at which time it is returned to the faculty member
- 6.3 At the end of the semester, faculty are sent a broadcast message that their personal reserve items are ready to be picked up. The library holds materials for three weeks, at which time they are sent to the faculty member via campus mail
- 6.4 Items in continuous use from semester to semester may remain on reserve

## **7.0 USE STATISTICS**

At the end of the semester the number of times an item was used will be tallied and use statistics sent to the faculty member

## **8.0 CONFIDENTIALITY**

The names of individuals who borrow reserve items are confidential. Only aggregate use figures are released. This policy protects the privacy of our readers and avoids erroneous assumptions. Not all individuals who check out materials read them; items can be shared and read by students who do not check them out.

## **9.0 REVISION HISTORY**