

POLICIES FOR COURSE RESERVES
Faculty, User, and Library Staff Responsibilities
Egan Library – University of Alaska Southeast
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Selected library resources are made available for limited-time use as *course reserves* in order to allow better access to items that may be in high demand. In order to make these resources available, faculty, users, and library staff must follow guidelines that

- take the 'fair use' provisions of copyright law into account
- respect the rights of other users for access to resources
- maximize on-the-shelf availability for high-use items

FACULTY RESPONSIBILITIES

Faculty members who request materials to be put on reserve are responsible for first:

- determining, on a case-by-case basis, the copyright status of each item
- taking the four factors of 'fair use' under copyright law into consideration and determining whether use of a particular item requires permission from the copyright holder and possibly payment of royalties. The [FAQ on Copyright & Intellectual Property](#) provides information for making those determinations and a sample [checklist](#) for keeping a record of the decision-making process
- making arrangements for securing copyright permission for each item, as needed, and keeping documentation. See the FAQ for resources.
- copying the item and filling out a [library form](#) specifying the ownership of the item, the course for which it is needed, and the desired loan period
- marking the item with its provenance, if it is an excerpt from a whole

USER RESPONSIBILITIES

Library users who request the use of materials on reserve are responsible for:

- using reserve materials solely for personal, non-commercial educational purposes in compliance with copyright law.
- returning borrowed items to the circulation desk before the end of the loan period

LIBRARY STAFF RESPONSIBILITIES

Library staff are responsible for:

- processing requests for course reserve items as promptly as possible following submission of a course reserve request form by a faculty member
- affixing to reserve materials the label *“Copyrighted material subject to copying for individual teaching, scholarly, or research purposes only, and not for further distribution.”*
- removing reserve items from course reserves at the end of each academic term and either returning those items to the library’s collections or to the faculty member, as appropriate
- checking out the item to a particular library cardholder and marking the return time on each item
- verbally alerting a borrower of the loan period, return time, and amount of overdue fine for each item borrowed from course reserves
- clearing the external book drop box each morning within one-half hour of the library opening and clearing in-library drop boxes routinely throughout the library’s hours of service, in order to check-in reserve items in a timely manner and avoid unnecessarily charging overdue fines to library users
- checking-in and re-shelving reserve items promptly to ensure their availability to other users
- charging and collecting overdue fines for reserve items that have not been returned before loan deadlines

Library staff have the right to refuse reserve requests from a faculty member in instances where copyright considerations have clearly been ignored.