

## RESERVE POLICY

The Library maintains a collection of course-related, high-demand, high-risk, and librarian discretionary materials that are segregated, often temporarily, from the general collection and usually assigned restrictive loan periods so as to assure greater availability to library patrons (excluding non-affiliated patrons), who may have need of the materials within a limited time period. Certain items are also placed on Reserve from the circulating stacks that are not strictly course-related. These are normally high-demand or high-risk items (e.g., *APA Style Manual*)

Copyright law (Title 17, *United States Code*) sets strict limits on making copies of copyrighted works. The University observes the limits set on copying of materials to be placed on Course Reserve. The Library reserves the right to refuse either to accept a copy request that would involve a violation of copyright law or to make available through Course Reserve materials that might have been duplicated in violation of copyright law. The following information outlines what the Library can and cannot do in placing copies of material on reserve:

- The Reserve Desk does not circulate printed photocopies. Photocopies are scanned and made available through Electronic Reserve.
- Items to be placed on Reserve should include the appropriate, full citations.
- Reserve materials should be limited to single articles or chapters, and, in general, small portions of entire works.
- Instructors should only make copies of materials that are already owned legally by either the Library or the instructor.
- Articles that are available online in full-text through the databases subscribed to by the Library can be placed on Electronic Reserve.
- Non-circulating materials from specialized service areas are not placed on Reserve. They should remain in the area where they are usually housed: Reference, Alabama Gallery, Audio-Visual Center.
- The material should contain a notice of copyright.
- The effect of photocopying the material should not be detrimental to the market for the work. Most government publications are in the public domain (i.e., they are not copyrighted), allowing unlimited use and reproduction.

## 1. Types of Reserves

### A. Strict Reserve:

Material on strict reserve is not to leave the Library at any time. It is to be checked out for one-hour periods. It may be recalled at the end of the hour if another patron has requested it. If no other patron has requested it, the borrower may renew it. Fines for strict reserve materials are \$0.25 per hour, to a maximum of \$10.00. If the item is lost, the charge will be the replacement cost, item processing fee of \$10.00, plus a \$10.00 late fee. All textbooks, including Library copies and professors' personal copies, will be designated as strict reserve items. They are to be used in the Library only, checked out for one hour, and may be renewed as long as the item is not requested by another patron.

### B. Twenty-four Hour Reserve:

Material on twenty-four hour reserve may be checked out from the Reserve Desk and returned any time within twenty-four hours of the time of checkout. A patron may check out no more than two reserve items at one time. Reserve items may be renewed if not held for another patron. Fines for twenty-four hour reserve items are \$0.25 per hour for each hour overdue, to a maximum of \$10.00. If the item is lost, the charge will be the replacement cost, item processing fee of \$10.00, plus a \$10.00 late fee.

### C. Three-day Reserve:

Material on three-day reserve may be checked out at any time and returned to the Reserve Desk at any time within three days of checkout. A patron may take no more than two reserve items from the Library at one time. Reserve materials may be renewed if no holds have been placed on them. Fines are \$1.00 per item for each day overdue, to a maximum of \$10.00. If the item is lost, the charge will be the replacement cost, item processing fee of \$10.00, plus a \$10.00 late fee.

### D. One-week Reserve:

Material on one-week reserve may be checked out at any time and returned to the Reserve Desk at any time within seven days of checkout. A patron may take no more than two reserve items from the Library at one time. Reserve materials may be renewed if no holds have been placed on them. Fines are \$1.00 per item for each day overdue, to a maximum of \$10.00. If the item is lost, the charge will be the replacement cost, item processing fee of \$10.00, plus a \$10.00 late fee.

### E. Electronic Course Reserves:

Materials for which the instructor owns the copyright or has obtained permission from the publisher can be placed on Electronic Course Reserve. Materials distributed by the Library in electronic format are placed on Electronic Course Reserve only if such use is in compliance with existing license agreements. Access to Electronic Course Reserve

materials is restricted to JSU students and is accessible by course number and/or instructor name.

## **2. Checking-out Reserve Materials:**

- A. Reserve Materials are checked out at the Reserve Desk/Circulation Desk and must be returned to the Reserve Desk/Circulation Desk in order for the patron to be cleared from the Circulation system.
- B. No more than two Reserve items (24-Hour, one-week, & 3-Day Reserve) are permitted to be checked out by an individual patron at one time.

## **3. Renewing Reserve Materials:**

Reserve materials not designated as being held for another patron may be renewed.

## **4. Fines:**

- A. Fines for overdue strict reserve materials are \$0.25 per item for each hour overdue, to a maximum of \$10.00. If the item is lost, the charge will be the replacement cost, item processing fee of \$10.00, plus a \$10.00 late fee.
- B. Reserve item fees differ from the fees for circulating items; instead of a lost item processing fee of \$10.00, the overdue reserve item will incur the set reserve item late fee of \$1.00 per day until the item is returned.

## **5. Faculty Reserve Periods:**

At the end of each term, all materials will be taken off of Reserve. Instructors should seek permission for repeated use of the same copyrighted reserve material. Personal materials that are not picked up by the instructor will be returned to the instructor through campus mail.

## **6. How to Obtain Copyright Permission**

For information on how to request copyright permission, visit the "How to Request Copyright Permission" online site of the Association of American Publishers (AAP).

Obtaining copyright permission can often be done more efficiently and quickly through the Copyright Clearance Center (CCC). It has the right to grant permission and collect fees. Requests can be submitted online..

Assistance in obtaining Copyright Permission is available from personnel in the Library's User Services Department.