

## Reserve Guidelines & Policies

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### Guidelines

- All reserves are checked out utilizing the library's circulation system for data keeping purposes. Students must have their Mane Card in order to check out any reserve. Professors using the reserve system for their classes should announce this when introducing the reserve to the class.
- Students requesting to check out a reserve item must know the professor's name, course number and the title of the item being requested. Lack of this information will cause an unnecessary delay in retrieving the item.
- Reserve lists for each professor, department or course can be searched online at <http://sierra-app.una.edu/search/r>.
- Reserves are requested utilizing the online request form at <https://www.una.edu/library/help/reserve-request.php> or a Reserve Request card may be obtained at the library circulation desk. One item is requested per card. The reserve request must be filled out completely.
- All items requested to be placed on reserve must be identified by title, author, edition, and Library of Congress call number. **Allow 2 business days for processing of all reserves** before announcing the reserve to the class. If possible, request the reserve before the beginning of the semester.
- Personal copies of books may be placed on reserve. Personal copies must be delivered to the circulation desk by the professor or instructor and a Reserve Request card completed. The book will be mark as a personal copy and returned to the owner when the reserve is terminated. Personal copies should be placed on restricted reserve to alleviate the risk of the item being lost or stolen. The library will not be responsible if a personal item is lost or stolen.
- Any digital media placed on reserve must be professionally published (a home recording of a program cannot be used as it would violate copyright law.)

- Photocopies of any portion of a book or periodical should be avoided. If it is absolutely necessary to place such photocopies on reserve, the professor or instructor must deliver the copies to the circulation desk. **Complete bibliographic information must be provided or the request will be refused.** Photocopies of books or periodicals will be placed on reserve for one semester only. The copies will be returned to the professor or instructor at the end of the semester.
- If your syllabus includes a list of reserve items, the list should be provided or the items delivered to the circulation desk before the beginning of the semester.
- Reserves are returned to faculty at the end of each semester or the beginning of the next semester unless they have been marked for permanent Reserve or for multiple semesters.
- Permanent reserve should be used only if the items are to be used every semester or every spring or fall semester.
- Course reserves is not a storage facility. There is limited shelf space available for reserves. Any reserve item not used at least five times in a two-year period will be removed from reserve.
- For questions about reserves please contact Stephen Broussard at extension 44830 or [slbroussard@una.edu](mailto:slbroussard@una.edu).

## **Reserve Policies: 3 Types of Reserves**

### **Restricted Reserve**

- 1, 2, or 3 hour use in building
- A fine of 25¢ per hour or any part of an hour is charged if the item is returned late.
- The item may leave the building by special permission from the instructor who placed it on reserve.
- This type of reserve is recommended for high demand items or personal items belonging to the instructor.

### **Regular Reserve**

- 1 hour in-library use only
- May be checked out for overnight use as follows:
  - After 4:00pm Monday—Thursday; must be returned by 8:00am the following day
  - After 4:00pm Friday; must be returned by 9:30 am on Saturday
  - After 4:00pm on Saturday; must be returned by 2:30pm on Sunday
  - After 4:00pm on Sunday; must be returned by 8:00am on Monday
- A fine of 25 cents per hour or any part of an hour.
- During the Summer session, may be checked out at 2:00pm

### **One-Day Reserve**

- May be checked out any time during the day and must be returned sometime the following day before the library closes.

- May go out for the weekend any time on Friday and be returned any time on Monday.
  - A fine of 50 cents per day will be charged for overdue items.
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## **Copyright Guidelines and Limitations**

- Collier Library follows the principles of Fair Use according to the United States Copyright Act of 1976.

Section 107 of the Copyright Act permits the making of multiple copies for classroom use. Such educational copying is one of the six examples of uses which do not require payment of royalty or the permission of the copyright owners provided that the circumstance of the use are fair as assessed by the four factors in Section 107 of the Copyright Act, the text of which follows:

*Notwithstanding the provision of Section 106, the fair use of a copyrighted work, including such use in copies, phonorecords, or by any other means specified by the 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 fair use the factors to be considered shall include:*

- 1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;*
  - 2. The nature of the copyrighted work;*
  - 3. The amount and the substantiality of the portion used in relation to the copyrighted work as a whole; and*
  - 4. The effect of the use upon the potential market for and value of the copyrighted work.*
- Professors should be mindful of copyright and if uncertain about copyright issues please contact Jennifer Pate, 256-765-4625, or email her at [jpate1@una.edu](mailto:jpate1@una.edu).
  - The Library does not pay for any copyright permission. If the professor chooses to use an item for reserve that requires payment for copyright, the professor is requested to secure the copyright and provide a copy of the obtained permission for the library files.
  - Copyright is not required for a one time use item. If the item is going to be used beyond one semester then copyright must be acquired.

### **Copyright Permission is required for:**

- When a journal article or a book chapter is needed by a professor for more than one term
- When multiple copies from one journal issue or multiple chapters of a book are needed.

### **Copyright Permission is not required for:**

- Exams/Quizzes
- Lecture Notes
- Government Publications

- Single article from a journal issue (one time use only)
- One chapter from a book (one time use only)

### **Photocopy Guidelines**

- Only one (1) chapter from a book may be placed on reserve unless the instructor received copyright holder's written permission and acknowledged receipt when submitting materials to reserve. This also applies to edited collection of readings and essays because each reading is considered a chapter.
- Any photocopies from books also should have the book placed on reserve. This preserves the integrity of the book by using the photocopy and maintains copyright compliance.
- Due to copyright and space restrictions, only 2 copies of an article are allowed to be placed on reserve.
- Photocopied items are stapled into folders. Please copy items on 8.5 x 11 inch paper, with 1-inch margins on all four sides without staples or punched holes.
- Not more than 25% of the content of an issue of one journal may be placed on reserve unless the instructor received the copyright holder's written permission and acknowledged receipt when submitting materials to Reserve. Newspapers are treated the same as journals.
- Articles available through the Library's online subscription databases cannot be printed and made available at the Reserve Desk. These articles must be linked as virtual reserves within Canvas.