NWC Library Reserves Policy v.1.8

The U.S. Copyright Law is subject to change. If the law should change, the Library may have to revise this policy without advanced notice in order to stay in compliance.

Purpose of Reserves Services

The purpose of a reserves program in the NWC Library is to provide controlled access to limited portions of library-owned materials as well as personal copies that support classroom instruction. Access to reserves items are provided electronically, through Blackboard, or in physical form at the Library’s Service Desk for a limited loan period. Reserves materials include items that are essential to a course—either required or recommended readings—and may be in high demand. Materials are placed on reserves at the request of faculty or their representatives and can include books, sections of books, and book chapters, journal and newspaper articles, exams, quizzes, class notes, lectures, CDs, DVDs, video recordings, and other materials. Reserves are not intended to replace textbooks or e-course packs.

Types of Reserves Materials

The NWC Library provides support for two types of reserves:

1. **Hard-Copy (Non-Electronic) Reserves** – This is the traditional reserves service where materials are maintained on a shelf behind the main Service Desk and checked out for use in the Library. This format may include the following:
   a. Photocopies: Instructors must provide their own photocopies, which are then placed in numbered manila folders. Instructors must determine if photocopied reserves readings are in compliance with fair use.
   b. Books/journals/media owned by the NWC Library: Library-owned materials requested for reserves will be retrieved from the stacks and placed on reserves by Library staff. Typical examples include DVDs, books where the complete text, or a significant portion of it, is required reading, and audio cassettes.
   c. Personal copies: All personal copies of items placed on reserves will be labeled and barcoded following procedures outlined in the e-Reserves Procedures Manual. Library staff will take all reasonable precautions to preserve personal materials placed on reserves.
   d. Other materials that may be placed on the print reserves shelf: lecture notes, bibliographies, and study guides prepared by faculty.

2. **e-Reserves** – e-Reserves are an online counterpart to the traditional Library reserves system. e-Reserves copies are either 1) scanned print materials made available in PDF format, or 2) links to full-text electronic journal articles for which copyright clearance has been obtained. Students can access these readings through web-based course management systems and other instructor-created mechanisms, such as online syllabi.
Responsibilities

The NWC Library

- Will process reserves requests submitted for processing in Blackboard by faculty
- Will place material on reserves in print or digital format at the request of the instructor or their representative for the educational use of students
- Will purchase material (books, DVDs, etc.) to place on reserves when feasible
- Will limit online e-Reserves access to NWC faculty, students and staff
- Will not charge for reserves use
- Will place a copyright notice on photocopied works or on an intermediary screen for digitized print reserves material owned by the Library
- Will remove access to reserves material after the semester has ended
- Will return personal items at the end of the semester

The Instructors (or their academic coordinators)

- Will determine if photocopied reserves readings are in compliance with fair use
- Will provide citations for material to be placed on reserves
- May on their own add direct links in Blackboard to online Library-licensed resources using authorized Persistent Uniform Resource Locators (PURLs) (Technically, linking to already-licensed resources is not part of the e-Reserves system, but is integral to the instructors learning module.)
- Will make appropriate use of resources by ensuring that reserves materials are necessary readings for students in the class

Who May Borrow Reserves Materials

All NWC faculty, staff and students may borrow reserves materials. Print reserves are available for 3-hour checkout during open hours. e-Reserves are available anywhere, anytime, and use is not restricted or limited by loan periods.

One print reserves item may be checked out at the Service Desk at a time, due to the nature of the print reserves collection, which is high demand and low supply. Within two hours of closing, one item may be checked out overnight, but it must be returned by opening the following morning (0730).

Overdue Penalties for Reserves Items

You are responsible for the timely return of all materials, whether or not you receive any reminder or overdue notices from the Library.
There are no fines incurred for overdue items. However, students who keep print reserves materials overdue for more than 7 hours may be referred to the Dean of Students for disciplinary action.

Copyright and Fair Use

The NWC Library’s reserves policy is based on the United States Copyright Act of 1976. Section 107 of the Copyright Act states that it is a fair use to make a copy of a copyrighted work “for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.” This section further lays out the following four factors in order to determine whether the use of a work is fair use:

(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

(2) the nature of the copyrighted work;

(3) the amount and 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 or value of the copyrighted work.

A Fair Use checklist is used by Library staff to assist in determining whether a selection chosen for reserves is likely to be fair use. The librarian reviews this checklist for each item being placed on reserves and the submission form for reserves has a box that must be initialed to indicate that the checklist has been reviewed. The checklist will be kept by the Library staff and saved in the administrative filing system for seven years.

Policies for Print Reserves

The Library will place on print reserves all of its owned physical copies of print materials when the faculty member requests that title. The faculty member may also place personal copies of books, journals, and other physical materials on print reserves. Personal copies are subject to Library policy and will be given reserves labels and call numbers, which will be affixed to the material. The Library is not responsible for loss or damage to personal copies. Personal copies will be returned once the items are taken off of reserves.

Copies of physical textbooks required for a course can be put on print reserves so long as they are provided by the instructing faculty member. The Library is unable to provide copies of e-textbooks on reserves unless the e-textbooks are licensed for Library use.

In cases where portions of print materials digitized for electronic reserves exceed 10% of the complete work, the reserves staff will contact the requesting faculty member to inquire whether the faculty member would prefer to reduce the selection or whether the entire work should be placed on print reserves.
The following may not be placed on print reserves: Books lent by other universities or libraries via interlibrary loan, archival materials, course packs, Library reference materials, bound or current periodicals, or interlibrary loaned materials.

If requested items are not owned by the NWC Library, those titles will be referred to the acquisitions librarian for purchase. Materials that have to be ordered will require extra processing time.

Titles to be placed on reserves should be submitted either via electronic or paper reserves forms. The reserves technician processes materials in the order received. Materials will be processed within three days.

**Amount and Substantiality of e-Reserves**

e-Reserves consist of links to digitized copies of print materials owned by the Library and to other electronic resources made accessible through copyright clearance. The Library adopts the 10% or one chapter approach (10% of books consisting of nine or fewer chapters; one chapter for resources of ten or more chapters). If a larger percentage is desired, the requesting faculty member might consider placing the entire book on print reserves.

A larger percentage of the work can go up if the requesting faculty member is the copyright owner, or if the requesting faculty member has obtained written permission. If neither of these is the case, the reserves technician will make every effort to obtain permission from the copyright owner to post a larger percentage. Faculty members will need to provide a copy of the written permission letter in the event they have already obtained permission to post items on reserves. Please note that when written permission is obtained from copyright holders, that is on a one-semester basis. If the requesting faculty member wants to keep an item on reserves longer than one semester, written permission will need to be obtained from the copyright holder again.

The following may not be placed on e-Reserves: Readings available as course packs, or unpublished works by anyone other than the requesting faculty member (unless the requesting faculty member has obtained written permission). The Library reserves the right to decline a request if it is determined that it violates the Institution’s Copyright/Fair Use Policy.

**Placing Readings on Reserves**

The procedure and deadlines for submitting readings can be found on the NWC Library website at [http://usnwc.libguides.com/reserves](http://usnwc.libguides.com/reserves) and at the Service Desk on the main level of the Learning Commons. Requests are processed in the order that they are received. Lists submitted by the deadline are given the highest priority (deadlines can be found on the submission pages). Lists submitted after the deadline may require additional processing time. Physical materials can be dropped off at the main Service Desk in the Learning Commons in Hewitt Hall. Reserves reading requests can also be submitted on the standard form that is available from the Service Desk for
this purpose. The completed form may be mailed, faxed, or dropped off at the Service Desk, main floor, Learning Commons. This form is also available online.

Access

To have access to e-Reserves, faculty and students must have access to Blackboard. Reserves staff will inform the instructor when the e-Reserves readings have been posted and are accessible through Blackboard’s e-Reserves module.

Faculty must activate the e-Reserves link on their Blackboard page and also set up the student access to the course. Students gain access by logging into Blackboard and selecting the course. If faculty also integrate PURLs into their learning modules, students will be CAC authenticated to gain access to the library licensed readings.

All scanned material will be saved in PDF format. Students will need to access the readings using an Adobe reader. For the purposes of copyright compliance, the electronic access of reserves readings is limited to students officially enrolled in the course for which the readings are requested. Links to e-Reserves will be broken at the end of each semester.

Classified Material

Faculty should contact the staff of the Classified Library to reserve classified readings. The staff will assist in obtaining and organizing the material, and provide controlled access to the readings within the Classified Library.