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## Course Reserves Policy Statement

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### I. Course Reserves

The Reserves Office is located on the first floor in Room 104 of the Mary Livermore Library, as a part of Access Services. The Reserves Collection consists of high-usage items intended to meet the needs of specific students who have been assigned readings and/or special projects. These materials could include books, journal articles, database links, web links, music or video files in digital or analog format, or materials created by the professor for the course.

The Mary Livermore Library will place on reserve photocopied excerpts from copyrighted works in accordance with guidelines similar to those governing formal classroom distribution for face-to-face teaching as per the agreement on guidelines for fair use for classroom copying in non-for-profit educational institutions with respect to books and periodicals under [Section 107](#) of the [Copyright Act of 1976](#). The Mary Livermore Library further follows the guidelines recommended under the [Digital Millennium Copyright Act](#) (DMCA) and the [Technology in Education and Copyright Harmonization \(TEACH\) Act](#).

The Mary Livermore Library will continually monitor legal developments, in consultation with the University Attorney, to ensure that course reserves policies and procedures are in compliance with United States copyright law.

## II. Policy on Reserve Materials and Copyright

The purpose of the Reserves Collection in the Mary Livermore Library is to collect and maintain course-related materials for intensive student use. Both library-owned materials and those supplied by faculty members can be accepted for reserve. In order to assure that the Library complies with the requirements of the [Copyright Act of 1976](#), the following procedures will be applied in accepting photocopied materials that fall under the protection of the Copyright Act.

In general the guidelines below will be used by the Reserves Office.

1. For items for which copyright law applies, the Library will apply a [Fair Use Test](#) to each item submitted for reserves. If fair use does not apply, library staff will attempt to secure permission to use the material and pay the necessary copyright royalty fees, within reason and as the Library's budget allows. Should permission be denied library staff or the Access Services/Reference Librarian will contact the faculty member to arrange for an alternative.
2. If the request calls for only one copy of an item to be placed on reserve, then it is permissible to copy an entire article, an entire chapter from a book, or an entire poem.
3. Multiple copies will only be accepted for those materials to which copyright law does not apply, as multiple copies require that the second and successive copies have copyright royalties paid before use is allowed.
4. A photocopy will only stay on active reserve for one term (a semester or summer session). Items supplied by faculty will be discarded after scanning, unless the faculty member specifically requests their return. If a faculty member wishes to reuse reserve materials for successive semesters or terms, the course and item(s) must be cloned in Ares and the appropriate semester selected. Library staff must obtain copyright clearance before the item may be made available.
5. A single copy is sufficient for cross-listed courses. Multiple copies are not accepted.
6. The Library will consider purchasing requested materials as appropriate.
7. Reserve items not owned by the Library are searchable only through the [course reserves webpage](#). These items will not be searchable through [BraveCat](#), the Library's online catalog.

8. Due to copyright restrictions, course packs and other compilations cannot be placed on reserve. Each item must be submitted individually with its full bibliographic information.
9. Due to copyright restrictions, consumables such as workbooks cannot be placed on reserve.
10. All photocopied item(s) must have the full bibliographic citation clearly indicated on the first page, and must be accompanied by the complete notice of copyright. ([Examples](#))
11. Materials placed on print reserve are available whenever the Library is open. Please see the Library's website to view the [library hours](#).
12. Authorized library patrons may checkout and read, or make one copy of material(s) on reserve for private study, personal reading, research, or education.

For further information on the applicable provisions of the Copyright Law and related documents, please refer to the Library's website at [www.uncp.edu/library/copyright](http://www.uncp.edu/library/copyright).

### **III. Reserve Materials Not Protected by Copyright**

The following items may be copied without restriction:

1. Any original book that has been purchased by the Mary Livermore Library or the instructor;
2. Any material available through the Library's paid subscriptions;
3. Any materials for which the publisher has given permission for use;
4. Any material in the [Public Domain](#);
5. Any work for which the copyright has expired;
6. Most publications of the federal government;
7. Most North Carolina, county, and municipal documents.

### **IV. Electronic Reserves**

In addition to the above guidelines, the guidelines below will apply for any items the faculty member wishes to place in electronic reserves.

1. Electronic reserves must be restricted to only the students enrolled in the course. To achieve these ends each individual accessing reserves must create their own password protected account.
2. The first page of all electronic reserves will be noted with the statement "No further transmission or electronic distribution of this material is permitted." The Library will add this statement to all material being placed in electronic reserves.
3. [A Checklist for Fair Use](#) will still be used in determining the amount of material to be placed in electronic reserves regardless of increased technical capacity.
4. Faculty members wishing to utilize electronic reserves need to submit a clear, readable copy of the materials with a minimum amount of "black space." This will help to ensure quality viewing and printing of scanned documents.
5. Materials placed in electronic reserves are available 24 hours a day, seven days a week, and are accessible to multiple users for simultaneous use.
6. Authorized users of electronic reserves may view, download, or print one copy of material(s) on reserve for private study, personal reading, research, or education.
7. Items will be placed in physical reserves or electronic reserves but not both, as duplication limits available space and would require royalties be paid for the additional copy, an unnecessary expense. Exceptions will be made for exceptional circumstances on a case-by-case basis.

## **V. Course Reserves Procedures**

### **A. Placing Material on Reserve**

When materials are submitted for reserves, faculty must fill out the online request forms completely to indicate which items the faculty member wishes to place on reserve for which class and for which loan period. The online forms for the different item types are available in the Ares system once a course has been created. One form must be completed for each item submitted.

Correct bibliographic information must be provided for each item, including call number (if applicable), complete title, author, and publishing information. It is imperative that the title given on the reserve list is cited verbatim on the syllabus. This exact citation will eliminate confusion and expedite the retrieval process.

Reserve requests are processed in the order received. All attempts will be made to process materials for review and checkout within two to four business days. Faculty members will receive an e-mail when their reserve materials have been processed, if they have selected the e-mail notification option when creating their Ares account. Faculty who have selected manual notification can log in to Ares to see the status of pending materials.

#### B. Removing Materials from Reserve

All materials will be removed from the Reserves Collection at the end of each semester. Library-owned items will be returned to the collection, and physical reserves belonging to faculty members will be returned through campus mail. Relia materials will be delivered to the appropriate faculty office. Access to electronic reserves will be disabled.

When reserve materials protected by copyright are removed from reserve, a note will be made in the reserves files/item record to indicate the need for copyright approval on the next use of the item.

To monitor copyright compliance, past reserve files will be kept for three years in addition to the monitoring capabilities of the reserves software system.

### **VI. Eligibility for use**

Materials placed in electronic reserves, physical reserve materials protected by copyright, and faculty-owned materials are limited in use to authorized class members, instructors, and library staff. A valid library card is required for the checkout of physical reserve materials.

### **VII. Reserve Loan Policy**

Patrons may check out up to three reserves items at one time. Faculty wishing to check out an item placed on reserve by another faculty member are expected to abide by the due date designated on the due date slip. Possible reserve loan periods are as follows:

1. One hour

2. In Library Use Only – three hours
3. In Library Use Only – until end of day
4. 24 hours – until close of next day
5. Three Days
6. One Week

Reserve items may be renewed at the Circulation Desk, unless another patron has placed a hold on the item.

Overdue fines are higher for reserves than for the general collection in order to encourage prompt return of these time-sensitive materials. It is crucial that reserve materials are returned on time in order that all members of a class may have equal access to the materials. Reserve fines are imposed at a rate of \$1.00 per loan period (hour/day/week) with a maximum fine of \$10.00. Reserves equipment incur fines at a rate of \$10.00 per loan period (hour/day) with a maximum fine of \$100.00. If a reserve item is lost or damaged, the person responsible will be billed for the charges. Fines are to be paid at the Circulation Desk.

For more information, please contact the Library via phone or e-mail.

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