Library Reserve FAQ for Faculty

**Textbooks**
Select textbooks are available on Regular Reserve (2 hours, in the library). A list of the current semester’s reserves can be found through the library catalog: [http://libcat.svc.edu/cgi-bin/koha/opac-course-reserves.pl](http://libcat.svc.edu/cgi-bin/koha/opac-course-reserves.pl)

**Normal Reserves**

**How do I place an item on Reserve?**
Please fill out the online *Library Reserve Form* which can be accessed on the library web site at [http://svc.libguides.com/Faculty/copyright](http://svc.libguides.com/Faculty/copyright)

**What can I put on Reserve?**
- Items not subject to Fair Use Guidelines. Some examples:
  - Any item the library owns.
  - Any item you own.
  - Your syllabi and/or class notes.
  - Your students’ papers (e.g. for the rest of the class to read)
  - Any item in the public domain. (Government documents, works with expired copyright, etc.)
- Copies of items that satisfy Fair Use Guidelines. (See *Fair Use Checklist*.)
- Copies of items for which you have obtained copyright permission.

**What CAN’T be put on Reserve?**
- Interlibrary loan items, rented videos, etc.
- Copies of items that do NOT meet Fair Use Guidelines. (See *Fair Use Checklist*.)

**How many copies can I put on Reserve?**
We suggest one copy per course section.

**Can I put an item on Reserve for subsequent semesters?**
Only if item is not subject to Fair Use Guidelines. Otherwise permission must be sought for repeated use of the same item for the same course with the same instructor.

**What are the rules for student use?**
- All Reserve items are stored behind the library’s Circulation Desk, shelved alphabetically by course number. Students should request them there.
- If there is no one behind the desk, students should find a librarian to assist. They may NOT retrieve items on their own. All items are checked out to the student—no matter how brief the use—so that: 1) we know who has it if it is damaged or disappears and 2) general use statistics may be tallied.
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- *Regular Reserve* and *textbooks* may be borrowed for up to two hours, and items must remain in the library. Students may read in the library, or photocopy/scan for personal use.
- *4-Day Reserve* items may be taken home for up to four nights. Textbooks and some library-owned items may not be available for this option.

**What if an item is lost?**
- Library items that are lost will be replaced as appropriate and practical. (e.g. we may not replace something that disappears near the end of the semester.)
- If you place your own items on Reserve, please be aware that there is a small chance they will not be returned. If this happens we will charge the student a replacement fee, set by you, and refund you the fee. It will be up to you to replace the material as you see fit.

**Can you tell me which of my students have used my reserves?**
No. We can tell you how many times a particular item has been checked out, but once it is returned there is no personal information attached to it.

**How do I remove an item from Reserve?**
- You may remove an item at any time by speaking to a Sarah S. or Sara Y. Please do not just take an item from the shelf; records need to be removed from our cataloging system.
- Anything not retrieved by the last day of final exams will be de-processed by a librarian and returned to your mailbox or to the library shelves.
- At the end of the semester we record the number of times each item was checked out and provide that information to the faculty to assist you in assessing Reserve use.