

## Reserve Guidelines for BC Library Media Center Circulation Desk September 2003

### **Note: We need 48 hours to process reserve items**

Faculty may place library materials or items such as personal books and copies of articles for their students on reserve. Reserve items are located at the Circulation counter, and are available to students to check out for short periods of time. The instructor placing items on reserve determines the length of check-out time.

We require the following bibliographical information in order to process photocopies from books, periodicals and newspapers:

1. Title of book, periodical, or newspaper
2. Author of the work
3. Date of publication/publisher

The instructor placing these items on reserve should be aware of, and follow the revised guidelines for educators. (Update to the Copyright Act of 1976: Guidelines for Educators.) Permissible use according to Fair Use Guidelines: Photocopies of the following kept on Reserve for one quarter:

Permissible Use According to Fair Use Guidelines:

**Five** photocopies of the following may be kept on reserve for one quarter:

1. A chapter of a book
2. An article from a periodical or newspaper
3. A short story, short essay or short poem whether or not from a collective work
4. A chart, graph, diagram, cartoon *or* picture from a book, periodical, or newspaper.

Permission needed for the following (Generally does not Constitute Fair Use)

1. Material described above kept on reserve for more than one quarter
2. More than one chapter of a book or more than one selection from a collection of essays or poems or more than one article from a book
3. "Consumable" works, such as standardized tests, exercises and workbooks
4. Anthologies created by photocopying copyrighted materials.

To place material on reserve or to have questions answered, stop by the Library Media Center Circulation counter or call Benayah Israel at ext. 3059. The reserve request form includes the following information:

- Today's date
- Time
- Instructor name
- Class or Course name
- Loan period
- Return to instructor or library stacks date
- Division / Phone