

Course Reserves

Course reserves allow faculty to place any print or electronic materials on reserves such as: library-owned books, instructors' personal materials, articles, class notes, syllabus, and other types of materials for the use of students enrolled in their classes.

Library staff will place material on reserve at the request of the instructor for one semester. Turn-off is when the semester ends. Reserves should be arranged in advance of each semester, at least one month ideally. Processing time may take up to 5 working days. Library accepts reserve materials according to the copyright law, and will defray the licensing and copyright clearance costs for placing materials on reserve.

Print Course Reserves

- (1) To place items on electronic reserve, faculty must:
 - Fill out for each document to be placed on Reserve, the Course Reserve Request Form available online or on print format at the Circulation Desk. The required items are the Professor/instructor's name, Dept/Code, Course Title, Course Number, Section Number, Number of Students, Type of Item, Title/Author of Item, and the Loan Period
 - Return the completed form to the Circulation Desk along with the materials to be placed on Reserve.

- (2) To search for a Print course reserve item:
 - Go to the Course Reserves Tab in the <http://library.csu.edu> Library Catalog
 - Search by instructor, Course and/or Department
 - Click the search button.

Reserve materials are limited to use for two hours at a time or occasionally more than 2 hours determined by course professors/instructors. This ensures they are available to as many students as possible during the semester they are assigned. Sign-up lists are available for holds on materials still in use. Renewals are possible if no holds are on the materials. A reserve circulation requires handling over an ID card to insure timely returns and equity for use. Material should be returned to retrieve the ID. Non-returns are transferred to the Bursars Office for collection and ID returns. Patron is charged \$2.00 per hour per item for every hour overdue.

For questions on print course reserves, contact the Circulation Desk at 773-995-2341.

E-Reserves

Electronic course reserve material is accessed through the Library's Docutek electronic reserve system or the professor's Blackboard shell, 24/7 with no time limitations per use. Faculty may choose to manage their own electronic reserves account or have the library staff manage it for them.

(1) To place item on electronic reserves, faculty/instructor should:

- Request an account from Library Access Services.
- Once approved, fill out an online e-reserve request form for electronic submission; or
- E-mail the e-reserve request form to iloan@csu.edu.

(2) To locate your course reserve materials, go to <http://csu.docutek.com/eres/courseindex.aspx?error=&page=search>

Questions may be directed to iloaniloan@csu.edu, or call on campus 12699.

Copyright guidelines

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. Materials protected by copyright rely on the fair use section of the Copyright Act of 1976. Section 107 of the Copyright Act permits the making of multiple copies for classroom use and identifies four factors in determining fair use:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole. and
- The effect of the use upon the potential market for or value of the copyrighted work.

Fair use guidelines (for a single class or a single semester):

- No more than 10% of a book
- No more than one chapter of a book
- No more than one article from each journal issue
- All material should include the title and copyright pages or the equivalent in full citation
- Articles should include volume and issue numbers

Seek copyright permission:

- Materials which do not require copyright permission include the exams, syllabi, and lecture notes of the professor placing material on, government publications, or material for which the professor or instructor owns copyright
- Materials need copyright permission from the publisher include a journal article, multiple articles from one journal, and multiple chapters from a book needing on reserve more than one semester.