

Gibson D. Lewis Health Science Library

Faculty Guide to Reserve Materials

AUTHORIZATION FOR RESERVES

Textbooks:

If textbooks are to be placed on reserve, the requesting department is responsible for providing a list to the library staff at least six weeks prior to the fall semester. These should be submitted to the Circulation Supervisor. By default, the textbooks will be placed on two-hour reserve; any of the other standard loan periods may be requested. Titles and editions that are not currently owned by the library will be ordered.

Other Materials:

Instructors may request that other materials be placed on reserve in order to ensure timely access for all students in a class. Only instructors and their authorized assistants may submit reserve requests or remove materials from reserve. The only exception is for Permanent Reserve items, which library staff may select based on frequent usage or risk of loss.

RESERVE REQUEST FORM

For reserves other than textbooks, a Reserve Request form is required. So that your reserve materials can be processed accurately and efficiently, it is important to fill out the form in its entirety, including instructor, contact information, course number (e.g., BMSC 5610), as well as the call number, author, and title of each requested item.

The electronic version of the request form is preferred. It is available (in MS Word format) from the Forms page on the Lewis Library website; download it, fill it out in Word, then return it to the library in person or as an e-mail attachment.

A paper version of the form is available at the library Circulation Desk. Instead of writing in the call number, author, and title information on the paper form, you may opt to attach print-outs of the catalog/database records for the selected items. If your request includes e-reserves found in a subscription database, you can gather the articles within a given database into an electronic folder and share access to it with the library staff.

Along with the Reserve Request form, the library staff would appreciate your supplying a copy of the course reading list. It can be used to assist students who do not bring their copy to the library.

TIME REQUIREMENTS FOR PROCESSING

Before reserve materials can be made available to students, several processing steps must be accomplished. To ensure that materials are available in advance of the assignment, allow **one week** for processing of reserve items at the beginning of the

semester, and **three days** during the semester. Requests are processed in the order they are received.

ACCESSING PRINT AND MEDIA RESERVE MATERIALS

All physical reserve materials are shelved behind the second-floor Circulation Desk. Students, faculty, and staff members must present a valid UNTHSC ID card to check out materials. Normally, no more than two reserve items may be checked out at one time. However, faculty members have full access to their own reserve materials.

To retrieve requested items, library staff members need a call number for each. To obtain the most efficient service, patrons should furnish call numbers for requested items to the Circulation staff. Ideally, then, call numbers should be provided on the course reading list; alternatively, students can look up call numbers using the online reserve list produced by the library.

Collective works, such as those with different authors for each chapter, are often a source of confusion. If you are assigning a chapter or article in a collective work, then, please be sure to reference the larger work in your assignment.

Example:

"The Management of Nursing Services" by Marjorie Beyers, **found in** *Health Care Administration*, Fourth Edition, Lawrence F. Wolper, editor

LOAN PERIODS & POLICIES

Physical reserve items check out for 2 hours, 4 hours, 24 hours, or 3 days. The instructor indicates the desired loan period for each item on the request form. If none is indicated, items will be assigned a two-hour loan period. Please note that **two-hour and four-hour items are restricted to use within the library.**

Fines for overdue reserve items are \$1.00 per hour. Every effort is made to check in reserve items immediately upon their return.

PROCEDURES & PROCESSING

Books owned by the Lewis Library:

Once a Reserve Request form is received, library staff will pull requested books from the stacks. To expedite processing, the instructor or his/her assistant may bring requested items to the Circulation Desk; please be sure to match them with a completed request form.

- If books being dropped off are still checked out, please tell the library staff so that they will be checked in before being placed on reserve.
- If a book needed for reserve is currently checked out to someone other than the instructor, please indicate this on the request form. The library staff will recall the item.
- If a requested item is found to be missing, the instructor will be notified immediately; library staff members will continue to search for it.

- Reference books do not circulate, so are not placed on reserve. A photocopied or scanned excerpt can put on reserve instead.

Books not owned by the Lewis Library:

- If you are requesting the **purchase of a book** that is not in the library's collections, you must initiate an order at least six weeks prior to the assignment to ensure its availability. Please submit an Acquisition Request, either at the Circulation Desk or online at <http://library.hsc.unt.edu/forms/materials.cfm>, and indicate on the form the course number for which the item is needed. If acquisition and processing will take longer than the time allotted, the instructor will be notified.
- Bring any **personal copy books** to the Circulation Desk. On your Course Reserve Request form, check "Personal Copy" and fill in author and title information. Library staff will assign a call number, create a catalog record, and place a removable label on the outside cover. To facilitate circulation, a non-removable barcode will be affixed inside the front cover. Personal copies placed on reserve are subject to the same security and the same risks as library property. Unless you request otherwise, a non-removable security tag will be placed inside your book.
- Books borrowed from libraries other than the Lewis Library cannot be placed on reserve.

Journals:

In order to keep the print journal collection intact and available for use, entire volumes and issues are normally not placed on reserve. Print or electronic copies of articles are used instead (see Photocopies and Electronic Reserves below).

Instructors are welcome to provide personal or departmental copies of journals for reserves. This is a good way to provide the same article repeatedly, or to provide multiple articles within a single issue.

Photocopies:

The instructor should provide all copies to be placed on reserve. Please check to be sure that the text is legible throughout, and separate multiple copies using folders or paper clips, rather than staples. The number of copies should be in proportion to the size of the class--for large classes, up to three copies of the same item may be placed on reserve.

Because students often need to cite an article and may be unable to locate the source of the excerpt, the complete bibliographic citation (author, article title, journal title, volume/issue, date, and pages) must appear on the Course Reserve Request form and on the first page of each copy. Library staff will create a catalog record for each copy and assign a call number that will appear on the first page (please check the "Personal Copy" box on the request form). A non-removable barcode will be affixed to the first page as well.

Unless the instructor requests otherwise, the title appearing on the request form will be the title used for the catalog record and the list of reserves. To prevent confusion, frustration, and wasted time for your students, please make sure that the title given to the library staff corresponds with the one given to students.

Instructors should be aware of the limits of Fair Use under U.S. copyright law (for more information, see the resource links below). In general, no more than one chapter from a book

or one article from a journal issue may be copied for reserve. If excerpts from several chapters are being used, they should amount to no more than 10% of the entire text. These are guidelines only, and each request must be analyzed separately. Payment of copyright permission fees may be required if, in the professional judgment of the library staff, the copying exceeds the limits of Fair Use.

Photocopies placed on reserve without evidence of permission from the copyright owner will be returned to the instructor at the end of the initial reserve period. In accordance with national guidelines, re-use of copied material in the next term or any subsequent term will require written permission from the copyright owner and payment of any royalties due. Library staff can assist in obtaining permissions; the department of the requesting instructor will be charged for any permission fees incurred.

For more information about reserves, copyright law, and fair use, consult the following web pages:

Crash Course in Copyright	http://www.utsystem.edu/OGC/IntellectualProperty/cprtindx.htm
Copyright Basics (U.S. Copyright Office Circular 1)	http://www.loc.gov/copyright/circs/circ1.html
Fair Use of Copyrighted Material	http://fairuse.stanford.edu http://www.utsystem.edu/OGC/IntellectualProperty/copypol2.htm
ALA Model Policy for Reserves	http://www.cni.org/docs/infopols/ALA.html#mpup
Association of College & Research Libraries: Statement on Fair Use and Electronic Reserves	http://www.ala.org/ala/acrl/acrlpubs/whitepapers/statementfair.htm

Sets of Materials:

If you would like multiple reserve items to check out together as a set, please group them together at the time of submission and give them a collective title on the request form (e.g., "Sample Term Papers").

Media:

Items from the library's media collection may be placed on reserve but, for copyright or technical reasons, most of these items cannot be made available as e-reserves. Contact the Circulation Desk (ext. 2465) to check on a particular item.

Electronic Reserves:

To increase student access to reserves, some materials can be made accessible in electronic form through ERes, the library's electronic reserve system. They may be accessed on- or off-campus, 24 hours a day. This is particularly useful for large classes, and for students who live and work some distance away. For these reasons, **instructors are encouraged to provide materials in electronic format whenever it is feasible to do so.**

The same copyright restrictions apply to electronic reserves as to hard copies. Access to e-reserve items that are protected by copyright is restricted to the instructor and the students in a given course. Whenever possible, they will be secured by the same user name and password required to use the campus network. For other files, the library staff will provide the instructor with a password; the instructor is responsible for distributing it to students in the class (and not to others).

Electronic reserves can come from any one of several sources:

- **E-books** are accessed from the library catalog record. The electronic course reserve list will have a link for the title, which leads to the catalog record. On the catalog page will be a link to the e-book itself. If the library owns a physical copy of the same book, putting both formats on reserve is recommended— some e-books can be accessed by only one user at a time.
- Some full-text **articles within subscription databases** can be linked to a course reserve list. This is possible only in those cases where a stable URL exists, which varies by database vendor. If a stable link cannot be created, then—if our license permits—a copy can be downloaded for reserve and, if necessary, scanned to create an electronic version.
- Most **print materials** can be scanned and the resulting files stored on the library's e-reserve server in .pdf (Adobe Acrobat) format. The files are then linked from the course reserve list. The instructor may provide the .pdf file, or the library staff can prepare it. For library-prepared files, there is a 30-page limit per item and a 20-item limit per course. To request that a print item be made available as an electronic reserve item, select "E-reserve" in the Loan Period field on the Reserve Request form.

Please Note:

Preparing e-reserves from paper copy is a labor-intensive process, so please consider the relative benefits before requesting this service.

To create legible .pdf files, it is essential to scan from the original or a high-quality photocopy.

If you are creating a .pdf file for e-reserve use, please scan the document at 200 dpi, then crop and edit to your satisfaction. These files will be uploaded without further editing.

To prevent excessive download times, files should not exceed 2 Mb in size. It may be necessary to divide large documents into multiple parts.

- Other **electronic files** can be added to the course reserve list: PowerPoint presentations, Excel spreadsheets, and .jpg images are some examples. If a course is not using the other features of WebCT, the ERes system can provide an alternative means of delivering these files to students.

HYPERLINKS FOR USE IN WEBCT

If you are using WebCT for your course, you may wish to provide a direct link within WebCT to the list of items on reserve. The library staff can provide you with the appropriate URL upon request. Other relevant links can be provided as well, such as “Ask a Librarian.”

REMOVING MATERIALS FROM RESERVE

- Instructors or their assistants may request that material be taken off reserve at any time, either in person or in writing.
- Unless requested for the next term or designated as permanent reserve items, all physical reserve materials will be taken off reserve at the end of the term. The exception is textbooks, which remain on reserve until the end of the academic year.
- Course reserve lists and any electronic files placed on reserve will be archived for a period of one year. The lists and files will then be deleted unless a request for re-use has been submitted.
- After processing, personal copies taken off reserve will be routed to the instructor's mailbox or office. Materials submitted for electronic reserves will be returned as soon as the initial processing is complete.