

# RESERVES **FAQ** FOR FACULTY & STAFF

Gibson D. Lewis Library, University of North Texas Health Science Center

## **How do I put things on reserve in the library?**

Submit a Reserve Request form, which is available at the service desks and on the library website. Requests must come from a faculty member or a UNTHSC department.

## **Can I put multiple copies on reserve?**

Yes, if this is justified by the class size. The library will accept up to three copies for reserve.

## **What's the big deal about copyright?**

Copyright gives authors and other creators certain rights under federal law. There are some exemptions for libraries and for educational uses, but the University must operate within their boundaries or pay the copyright holders to use their works. Copyright law controls the use of copies for reserves, as well as copies the library staff makes to fulfill document delivery or interlibrary loan requests. Originals, whether owned by the library or by the instructor, can circulate freely. Increasingly, though, information resources are provided electronically. Our use of them is typically controlled not by copyright law, but by our license agreements with individual publishers and content aggregators. The library staff has the responsibility to monitor and to abide by these legal agreements.

## **How much can I copy for reserves?**

A single article from a given periodical issue, or one chapter from a book. These limits are based on the Model Policy of the American Library Association and national guidelines such as the 1996 Conference on Educational and Library Fair Use (CONFU). In no case can a copy of an entire work be used for reserve without permission from the copyright holder; this includes images and computer files. Before copying, check to see if the library owns the work or has purchased electronic access to it; if so, there is no need to make a copy and the restrictions can be avoided.

## **Can I put on reserve the same materials that I used before?**

Yes, with some restrictions. Originals and most currently licensed resources pose no problems whatsoever. Unlicensed photocopies or electronic copies, however, can be used only once under the Fair Use exemption of the copyright law. Subsequent uses require permission from the publisher and, typically, payment of royalties. The library staff can assist with obtaining permissions; any royalty payments will be passed through to the department. The cost varies according to the work, the duration of the use, and the number of students in the class.

## **What about using my own works?**

If you are the copyright holder, no problem. Most publishing agreements, however, assign the copyright to the publisher, not the author. This means that the publisher's permission is still required for anything that exceeds the limits of our license or the Fair Use exemption.

## **Can I put e-reserves on the library website myself?**

Through ERes, our online course reserve system, you can upload new files for your course. These must be processed by library staff before they are accessible to students. The appropriate staff members are alerted automatically when a new file is uploaded. Contact the library to establish your ERes account.

## **Where can I get more information?**

The [Faculty Guide to Reserve Materials](#) is available on the library website. The Guide contains links to other resources. Questions can be addressed to [libcirc@hsc.unt.edu](mailto:libcirc@hsc.unt.edu), or to any of the following staff members:

[Laura Gutierrez-Ross](#), Circulation Supervisor  
[Clayton Crenshaw](#), Access Services Librarian  
[Daniel Burgard](#), Associate Director for Public Services