

# COURSE RESERVES AT THE LIBRARY

Instructors and their authorized assistants may submit Reserve Requests by following the steps below.

## Step 1 (required)

Submit a reserve request form:

<http://library.hsc.unt.edu/content/reserves-request-form>

Please provide complete and accurate citations for speedy processing.

## Step 2 (optional)

Send a syllabus, list of citations, or other files to the [LibCirc@unthsc.edu](mailto:LibCirc@unthsc.edu) account, *after* submitting the reserve request.

**NOTE:** Do not send files of copyrighted content unless you are the copyright holder. This includes PDFs of articles.

## Step 3 (for electronic content)

Add reserves staff to course roster, the information will be given to you upon receipt of the reserve request.

### Once the request form is submitted

- Requests are processed in the order in which they are received.
- Allow two weeks for processing reserve items at the beginning of the semester. Requests received after the semester begins can take up to 1 week to process, but are usually completed within 2 days.
- Submit requests early!
- Library materials, photocopies or personal copies of books/videos can be checked out for 2, 4, 8, 1 day, 3 days loan period. If not specified, the default loan period is 2 hours.
- The library limit is 1 copy of an item for every 30 students. Departments may provide additional copies. Personal and departmental copies will have labels applied to them.
- Electronic content will be posted in Canvas under the *Library Reserves* module.
- Students access reserve content through Canvas.

### Materials not eligible to be put on reserve

- Library owned journal issues/volumes
- Books borrowed from another library

## **COPYRIGHT**

The library adheres to copyright law and fair use guidelines. If the request exceeds the law, or best practices, library staff will work with faculty and their assistants to find an appropriate solution.

Also, the library can

- Determine fair use
- Obtain permissions from publisher/authors

### **For more information about copyright law and fair use:**

Crash Course in Copyright

<http://www.utsystem.edu/OGC/IntellectualProperty/cprtindx.htm>

Copyright Basics (U.S. Copyright Office Circular 1)

<http://cool.conservation-us.org/bytopic/intprop/circ1.html>

Fair Use of Copyrighted Material

<http://fairuse.stanford.edu>

## **FREQUENTLY ASKED QUESTIONS**

FAQs: Course Reserves – Faculty

<http://guides.library.hsc.unt.edu/faq/reserves-faculty>

FAQs: Course Reserves – Students

<http://guides.library.hsc.unt.edu/faq/reserves-students>