Montgomery Library Guide to Faculty Reserves

Contact person for Faculty Reserves:

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Making Reserve Selections

When placing materials on reserve, the doctrine of Fair Use must be followed. Fair Use protection is subject to a four-pronged Fair Use test:

1. What is the purpose of the use? (for-profit/commercial vs. nonprofit/educational)
2. What is the nature of the work to be used? (creative/unpublished vs. factual/published)
3. How much of the work will you use? (Entire/crux of the work vs. a small amount)
4. What effect would use have on the marketplace? What is the effect of use on the income of the rights holders? (Voids sale vs. no effect on sale of the work)

All points must be taken into consideration. Also, a variety of agreements exist between rights holders and libraries, such as CONFU, CONTU, and the NCS/ASP agreement. These agreements do not represent the law, nor do they represent the views of all rights holders or all libraries. Yet agreements can fix precedents that affect all users and create “standard” library procedures.

Are there items that should not be placed on Reserve? Why not?

In some cases, there is a more efficient alternative. If an article, image, audio file, or reference work is in our collection of databases, give students the URL in class, or direct them to the database with the correct citation.

In other cases, copyright guidelines recommend that certain items should not go on reserve without permission from the copyright holder. This list is not exhaustive, but examples include:

- “Consumable” items such as workbooks and worksheets.
- A copy of a work that is not owned, such as a photocopy of an article from a colleague.
- Instructor-made anthologies such as course packs, whether digital or paper.
- Repeated reserves of the same materials by the same instructor. You may only place items on reserve for one semester without permission from the copyright holder. Use this semester to obtain the permission necessary for the reserve of these materials at a future date.
- Textbooks are ineligible for reserve without prior consent from the copyright holder.
Permission for Use Requests

When permission for use is required, you may either contact a rights management company, usually the Copyright Clearance Center, or request permission directly from the copyright holder. In most cases, the rights holder is the publisher, not the author. Many journal publishers have online forms for permission requests. If there is no online form, you will need to send a letter. Check the publisher’s website to see if they have direct contact information for a permissions department.

The letter must include:

- Basic citation information for the item, including a page count or page range.
- Your name, institution, course name and number.
- A formal “I request permission for library reserve use” sentence in which you indicate the period of usage. Typically, the semester and year is enough.
- Your own “please indicate your consent by signing” statement.
- A SASE to speed return.
- You should send two copies of your letter.

Some libraries also suggest including:

- Expected enrollment for the course.
- A request that fees be waived.

A sample Permission for Use Letter appears on page 7.

Montgomery Library Policy for Faculty Reserves:

The Staff of Montgomery Library…
…maintains the right to interpret Fair Use in a manner deemed to best protect the interests of Campbellsville University.
…maintains the right to omit items from reserve that do not comply with interpretation of Fair Use guidelines.
…will require an instructor to obtain permission for use from the copyright holder and provide the Library with documentation of that permission before an item is placed on reserve more than once. Textbooks are ineligible for Faculty Reserve.
…will post appropriate copyright notices and warnings. Specifically, photocopied readings will be stamped with a notice of copyright on random, inside pages.
Faculty must sign a Reserve Agreement Form for each semester Faculty Reserves are requested, acknowledging the policies above.

Faculty Reserve Procedures:

1. Physically sign one Reserve Agreement Form each semester. A single form covers all the courses you teach for one semester.
2. Once the Reserve Librarian has the signed agreement form, you can submit reserve requests via e-mail.
3. E-mail should be addressed to the Reserve Librarian.
4. Put “Reserves” in the subject line of the e-mail.
5. Your requests must follow the Reserve Request Template on page 6.
6. Your requests can be typed in the body of the e-mail or attached as a WORD document.
7. Instructor-owned materials need to be delivered to The Reserve Librarian at Montgomery Library.
8. The reserve request needs to accompany the material or be sent prior to delivery.
9. Instructor-owned materials need to be picked up on the first day of finals week unless another date is specified at the time of the request.

Checklist for Faculty Reserves:

1. Choose items for reserve. Textbooks are ineligible for reserve without permission from the copyright holder beforehand.
2. Begin the process of obtaining permission for use from the copyright holder of the materials if you will request to reserve these items at a future date.
3. Gather all instructor-owned items.
4. Sign and return the Reserve Agreement Form (found on page 5) at the beginning of the semester.
5. Use the Reserve Request Template (found on page 6) to request materials.
6. Type the list into an e-mail or attach it as a WORD document according to the template.
7. Select and note the borrowing period for each item.
   a. 3-hour/in-library: checkout for in-library use only
   b. Overnight: 24-hour checkout
   c. 3-day: checkout until closing of the 3rd day
   d. Other: instructor specifies a checkout period
8. Tell us if this is a special format, such as an audio listening list.
9. Tell us if the material is instructor-owned or a library copy.
10. Ask us any questions which may arise.
Questions?

How will students find the materials and check them out?
- Students simply come to the Circulation Desk and ask for material by instructor name and course number.
- Reserve items can also be searched in TIGGER by using the phrase “reserve item” or other keywords related to the course name or item title.
- For those with extensive reading, listening, or viewing lists, we suggest that instructors provide students with a complete list of the items on reserve.

How will the Library protect the condition of instructor-owned items?
Any personal items sent to us may become worn with use. Items on reserve are not likely to become lost, however, because they will be checked out electronically. If a personal item needs repair, we will contact the instructor as soon as possible. With permission, we can often make minor repairs.

Non-print Formats:
Is there an electronic reserve system?
No, there is not. However, online instructors may have course pages through Learning House, and it may be possible to provide electronic access through a course page. Please check with your department to determine protocol for adding links to Learning House course pages.

What about music?
Montgomery Library subscribes to the Classical Music Library (CML) database which is designed for student listening. Instructors set up course folders and playlists for their students on CML. The Library strongly recommends the use of CML for listening assignments over the use of CDs or LPs because many students can access the database at once, from anywhere there is an internet connection. We recognize that CML will not have every work that you need – an LP or CD may be necessary.

How about images of art or other items?
ARTSTOR provides some of the same features as CML such as instructor folders. Through ARTSTOR, instructors can add notes to images to facilitate their use in assignments.

Our databases include news, analysis, reference, primary documents, and more.
Montgomery Library

RESERVE AGREEMENT FORM

Sign this statement and bring it to the library before or with your first request. On the first day of finals week for this semester, pick up your instructor-owned materials unless you have specified another date. The Library will not be responsible for items that have not been picked up.

Your name (printed): 

________________________________________

Current semester and year: 

________________________________________

• Montgomery Library staff maintains the right to interpret Fair Use in a manner deemed to best protect the interests of Campbellsville University.

• Montgomery Library maintains the right to omit items from Reserves that do not comply with interpretation of Fair Use guidelines.

• I will obtain permission from the copyright holder for reserve requests before I place these materials on reserve a second time.

• I will provide the library with documentation to keep on file whenever permission is granted.

• Montgomery Library is not under obligation to put an item on reserve a second time until permission documentation is received.

• Montgomery Library will post all appropriate copyright notices and warnings. Specifically, all photocopied readings will be stamped with a notice of copyright on random, inside pages.

• Textbooks are ineligible for Faculty Reserve without prior consent from the copyright holder.

Signature: 

________________________________________

I accept the above Reserve Policies of Montgomery Library.

Return to Reserve Librarian, Montgomery Library UPO 813
Montgomery Library
RESERVE REQUEST
TEMPLATE

For use with e-mail or WORD documents (Save as .doc)

Your name:

Course name and number:

Loan period - select one:
  o 3-hour/in-library use: checkout for in-library use only
  o Overnight: 24-hour checkout
  o 3-day: checkout until closing of the 3rd day
  o Other: instructor specifies a checkout period

Item #1
  Title/Work:
  Author/Artist:

Item #2
  Title/Work:
  Author/Artist:

Item #3
  Title/Work:
  Author/Artist:

Item #4
  Title/Work:
  Author/Artist:

Item #5
  Title/Work:
  Author/Artist:

Tell us:
  ▪ Do you need a particular edition for any item, or will any version do?
  ▪ Are you providing an instructor-owned copy of any of the items?
  ▪ Is this a special format, such as a listening assignment?
  ▪ Do you need ARTSTOR or CLASSICAL MUSIC LIBRARY class folders?
Permission for Use Letter (sample)

January 2, 2012
ATTN: Academic Permissions Department
Publisher (usually publisher is copyright holder)
Address

Dear Permissions Staff:

I am writing to request permission for the following item to be placed on library reserve for the Fall 2012 semester for course name and number.

Citation information of item:
Title, Author, Journal Source, Volume, Issue, and Page Numbers

If your company is not the rights holder, please notify me as soon as possible, and provide me with any contact information you may have.

If possible, please indicate your consent by signing the bottom portion of this letter and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter,

Your signature and name
Your title
Institution
Mailing address
E-mail address
Office phone number/fax

I authorize permission for the academic use requested above.

Name: ____________________________________________________________

Title: _____________________________________________________________

Signature: _________________________________________________________

Date: _____________________________________________________________

Representing: _____________________________________________________