

## Instructions:

Please complete a copy of the Course Reserve Request Form on the reverse, one for each course. If you have items that you would like placed on reserve, including your textbooks, please complete the form and return it along with any personal copies of the items listed. If an item is in our holdings we will pull it from the shelves. Please do not use instructor's editions of your textbooks that include a warning that prohibits sharing with students. Such items will not be placed on Reserve and will be returned to the instructor.

## General Procedures and Policies for Reserve Materials:

- All materials to be placed on reserve will be at the request of faculty solely for the non-commercial, educational use of their students officially registered in their classes
- Materials will be processed in the order that they are received. Please note that it may take 2 days for materials to be ready for student use.
- Unless otherwise stated, all reserve materials will circulate for 2 hours, library use only. If this does not meet your students' needs, please specify the terms, e.g., 4 hours, overnight, etc. The terms of circulation are at your discretion.
- Please note that Reference materials are usually not placed on reserve.
- Lengthy works will not be copied or scanned for reserves. While excerpts from a book that the Library owns will not be placed on reserve, the book itself will be.
- Copies of articles provided for reserve must include complete bibliographic information and copyright clearance as needed. An alternative would be to place the entire issue on Reserve, if available. Reserve materials will not be made available either before the semester starts or after it has ended.
- Copyright notices will appear on-screen for electronic reserves and on print copies of reserve materials showing that they may be covered by copyright law.
- Instructors are responsible for obtaining copyright clearance for items not owned by the library that are kept on reserve for more than one semester; contact the copyright owner or the [Copyright Clearance Center](#), 222 Rosewood Dr., Danvers, MA 01923, [www.copyright.com](http://www.copyright.com).

## Important:

Materials (photocopies and packets, in particular) placed on reserve must comply with copyright law, regardless of the format. Please see Chapter 1, Section 107 of the [U. S. Copyright Law](#),

<http://www.copyright.gov/title17> and the [U. S. Copyright Office Fair Use Index](#),

<http://www.copyright.gov/fls/fl102.html>. The fair use provision does *not* cover the placement of a photocopy of copyrighted material (including articles or excerpts from books) on reserve **for more than one semester unless copyright clearance has been obtained**. However, this does not apply to copies of articles from journals to which we subscribe, either in print or electronically. While every effort will be made to provide legal access to an electronic copy of articles, we will also provide one print copy of such an article for checkout.

Complete the form on the reverse and return to Library Services with any personal copies as needed.

Complete the following, one form per course:

Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_ Date: \_\_\_\_\_

Course name and number: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title & Author	No. of Copies <sup>1</sup>	Personal Copy <sup>2</sup>	Remove Date <sup>3</sup>	Circulation terms <sup>4</sup>

1. Indicate the number of copies provided. Instructor is responsible for supplying all materials that are not already owned by the Library. Space is limited, however, and we will not place more than 5 copies of an item on reserve.
2. Check if the materials being placed on reserve are your personal copies. (The library is not responsible for loss or damage to personal materials placed on reserve.)
3. In accordance with copyright law, materials will be removed from reserve at the end of the semester, unless the instructor specifies an earlier date. Instructor assumes responsibility for obtaining copyright clearance.
4. Indicate how long you want your students to be able to check out an item. Reserve items normally circulate for 2 hours, library use only, unless otherwise specified by you. Keep in mind the materials being placed on Reserve, what the students will need them for (e.g., copying or in-depth reading), the number of students in your classes and number of copies available when deciding how long an item will circulate. Options include 2 hours, 4 hours, and others as needed.

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Library Use Only: \_\_\_\_\_ Received Date: \_\_\_\_\_ Processed Date: \_\_\_\_\_

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at [Library@rpcc.edu](mailto:Library@rpcc.edu); please specify the document title.

River Parishes Community College, a member of the Louisiana Community and Technical College System and accredited by the Southern Association of Colleges and Schools, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons located at 925 W. Edenborne Pkwy., Gonzales, LA – 225-743-8500 have been designated to handle inquiries regarding the non-discrimination policies: Donna Whittington – Title IX Coordinator, Shalither Cushenberry – Section 504 Coordinator.