

## Library Reserve Request

Reserve materials are supplementary resources instructors can make available to their students. These materials are kept behind the Circulation Counter and students need to request them by the item's library call number. **Please review and sign the *Guidelines for Placing Materials on Reserve* on the reverse before completing the form below.**

<b>Instructor Last Name, First Name</b>	<b>Course Name / Number</b>
<b>Email</b>	<b>Phone Number</b>

### Type of Reserve:

- ☐ **Print/Media** – Items such as books, journal articles, or multimedia. Items can circulate two hours to one week.
- ☐ **Electronic (e-Reserve)** – Items such as articles, a book chapter, study guides/exams written by the instructor. Items will be available online via the library catalog.
- ☐ **Both** – Items that qualify for e-Reserves can be placed concurrently on print and e-Reserve to allow for greater access to students.

Reserve Item Information	
Title/Citation	
Author	
Year/Edition	
Length of Checkout (for Print Reserve)	<input type="checkbox"/> 2 hour (Library Use only) <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days <input type="checkbox"/> 1 week

### Retention Period with Year (select one):

- ☐ End of Fall 20\_\_\_\_   
 ☐ Retain for 2 years  
☐ End of Spring 20\_\_\_\_   
 ☐ Retain until \_\_\_\_\_  
☐ End of Summer 20\_\_\_\_   
 (Specific date)

### When Retention Period is over the item will be:

- ☐ Send to instructor's  
Campus mailbox   
 ☐ Donate to collection  
☐ Other \_\_\_\_\_

<b>STAFF USE ONLY</b>	Date Processed	ISBN
Price	Call Number	Bar Code

**FLC Library:** Forms may be brought to the Circulation Counter, sent via campus mail, or emailed to [FLC-Circ@flc.losrios.edu](mailto:FLC-Circ@flc.losrios.edu)  
**EDC Library:** Forms may be brought to the Circulation Desk, sent via campus mail, or emailed to Gayle List at [listg@flc.losrios.edu](mailto:listg@flc.losrios.edu).

## **Guidelines for Placing Materials on Library Reserve**

Reserve materials are supplementary resources instructors can make available to their students. Instructors may request to have materials owned by the library placed on Reserve. Instructors may also place personal copies of books, videos, and other materials on Reserve. The library is not liable if personal copies are lost or damaged; however, the library will replace the item if replacement charges are recovered from the responsible patron. In order to facilitate library processing, labels, book tape, and stamps may be affixed to items placed on reserve. As accompanying materials, such as CDs, may be damaged during circulation, these items can be stored separately upon request. **Tip:** You can make it easier for students to retrieve reserve items by listing the item's call number on your syllabi.

### **Copyright Statement:**

All copyrighted material placed on Reserve must include appropriate citations or attributions to their sources. Instructors are responsible for obtaining copyright permission for the materials they place on reserve. All material submitted for reserves must include appropriate citations or attributions to their sources. All electronic reserve items will display the following Section 108 (f) (1) notice:

*Under certain conditions specified in the United States Copyright law (Title 17, United States Code) libraries and archives may be authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction may not be 'used for any purpose other than private study, scholarship or research.' One copy may be made for scholarly purposes. No further reproduction, transmission, or electronic distribution of this material is permitted unless copyright fees are paid.*

### **Many items do not require advanced copyright permission:**

- Exams, lecture notes, study guides written by the instructor
- Items for which the instructor legally owns (e.g., books and media)
- Items for which the instructor has already secured copyright permission (with appropriate documentation)
- Items in the public domain, such as government publications
- Links to articles within library subscribed databases
- Links to Web sites

### **Items that will be placed on Reserve if copyright permission is secured:**

- Multiple articles from the same journal issue
- Multiple chapters of a book
- Student produced materials
- An article or chapter that has been used the previous semester by the same instructor for the same course

### **Items that will not be placed on Reserve:**

- Course packs (unless copyright permissions for each item have been obtained in advance)
- Consumables, or copies of consumables (materials such as workbooks or exercises intended for a single use only)
- Illegal copies of print materials or media (e.g., shows recorded from TV, a copied textbook, or burned DVD/CD)

### **Obtaining copyright permission:**

In accordance with Fair Use, copyrighted materials supplied by faculty members will be placed on Reserve for up to one semester without obtaining permission, unless the item is already owned by the library. Thereafter, the library will not keep any copyrighted material on Reserve unless the faculty member has obtained official permission. Instructors are responsible for obtaining copyright permission for the materials they place on reserve. Copyright permission can often be obtained through the Copyright Clearance Center @ [www.copyright.com](http://www.copyright.com). Please contact Rebecca Mendell, at [mendellr@flc.losrios.edu](mailto:mendellr@flc.losrios.edu) or (916) 608-6708, for additional information.

### **Scanning materials for Electronic Reserve:**

Copies of journal articles and/or book chapters must be provided by the instructor. To ensure high quality electronic files, submit material with clear, legible text printed on white 8.5 x 11 or 8.5 x 14 sheets. All items placed on eReserves will require authentication using the student's library barcode and PIN.

***I have read, understand, and will follow the Folsom Lake College Library Reserves policies and copyright guidelines. I assume the responsibility of compliance with copyright laws for any materials placed on reserve on my behalf.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_