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Reserve Services For Faculty

Overview

F.D. Bluford Library Reserve Services is a unit of the Access Services Department. The Reserve collection is housed on the first floor of Bluford Library. The collection consists of high usage items intended to meet the needs of specific students who have been assigned readings and/or special projects.

The purpose of the Reserve Room is to collect and maintain course-related materials for student use. Both library owned materials and those supplied by faculty and instructors teaching courses at North Carolina A&T State University will be accepted for reserve.

Policy on Reserve Materials and Copyright

The purpose of the Reserve Room is to collect and maintain course-related materials for intensive student use. Both library owned materials and those supplied by faculty members will be accepted for reserve. In order to assure that the Library complies with the requirements of the Copyright Act of 1976, the following procedures are applied in accepting photocopied material falling under the restrictions of the Fair Use provisions of the Copyright Act.

In accordance to the Copyright Revision Act of 1976, the procedures are as follow:

1. Any original book that has been purchased by the F.D. Bluford Library or the instructor may be placed on reserve without regard to copyright.
2. Any work for which the copyright has expired, or any publication of the federal government may be copied without restriction.
3. The Reserve unit will accept only three (3) copies of an item which are to be placed on reserve. A photocopy will stay on active reserve for only one term (a semester or summer session). Items supplied by faculty will be returned to the faculty member.
4. Copies are made for only one (1) course.
5. Not more than one (1) poem, article, story, essay or two (2) excerpts may be copied from the same author during one class term.
6. Not more than three (3) poems, articles, essays, or excerpts may be copied from the same collective work or periodical volume during one class term.
7. Not more than 9 instances of such multiple copying for one course during one class term.
8. If a faculty member wishes to use Reserve materials repeatedly for the same class, signed statements of compliance for each source from the publisher must be supplied with the items.
9. It is the instructor's responsibility to obtain permission from copyright owners when needed for any photocopies supplied and appropriate citations and attributions to the source must be noted.
10. The effect of photocopying the material for reserve should not be detrimental to the market of the work. (In other words, the library should own a copy of the work if it is in print and available for purchase.)
11. Commercially produced and bound photocopies will not be placed on reserve unless accompanied by a letter from the publisher granting permission for the use of the photocopy.

Warning Concerning Copyright Restrictions

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, and that only one copy be provided for scholarly purposes, unless copyright fees are paid.

What Materials Can I Place on Reserve?

- Books- Library owned or faculty members personal copy.
- Copyrighted Photocopies - Library owned or faculty members' personal copy.
- Non-copyrighted Photocopies-Instructor notes, tests, quizzes, etc...
- CD-ROMs
- CDs

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- Videos/DVDs
- Floppy Discs

What Materials Can I NOT Place on Reserve?

- Periodicals- Journals, newspapers, magazines, etc...
- Reference Material
- Books obtained via Interlibrary Loan (ILL)
- Course Packs

Loan Periods

The loan period for books that are a part of the reserve collection is indicated on an overlay located on the back of the book. The loan period for a personal photocopy is indicated on the inside front cover of the folder. The loan periods vary for each item on reserve:

- CLOSED RESERVE: "Two Hours Library Use Only" Closed reserve materials are checked out for a maximum of two hours only.
- OVERNIGHT RESERVE: These materials may be checked out for twenty-four (24) hours only.
- THREE DAY RESERVE: These materials may be checked out for three days only.
- ONE WEEK RESERVE: These books may be checked out for seven (7) days only.

NOTE: The loan periods are set by the professor.

Procedures for Placing Material on Reserve

The processing time will usually take at least 1-2 days and 1 week for E-Reserves prior to the date the material is needed; this is to ensure materials are ready for students in a timely manner.

- When materials are submitted for Reserves, a Reserve Room Reading List Form must be filled out completely. Correct bibliographic information must be provided, including complete title, the loan period of the material(s) and call number (only for Bluford Library collection material). It is imperative that the title given on the "Reserve Room Reading List" form is cited verbatim in the syllabus. This exact citing will eliminate confusion and expedite the retrieval process. Be sure to include each item submitted on this form. It is recommended that you submit a syllabus to accentuate and clarify assignments.
- A Copyright Certification Form must be filled out completely for all photocopied material put on Reserve, including E-Reserves. Be sure to identify the material reproduced by including the author's name, title of work, and the title of the source (including volume and number designations, if any). Don't forget to sign and date the form. This form does not need to be filled out for books (personal or Bluford-collection books), CD-ROMs, CDs, non-copied audio/visual materials and periodicals.
- Reserve Room request forms are processed in order received. Materials will be available for review and check-out with 24 hours after receipt of reserve request. The library will supply a maximum of ten folders for personal photocopies. If submitted materials exceed this limit, please supply additional folders. Copies submitted without folders will result in delayed processing until needed folders are received.
- If selected books for reserve are among the library collection, it is the instructor's responsibility to pull these books from the circulating stacks. This assures that the books are available and classroom assignments may be coordinated accordingly. However, if these books are not on the shelf, advise the staff. An effort will be made to "rush" order such titles for the library and have them ready for use as soon as possible.

E-Reserve

E-Reserves (Electronic Reserves) are photocopied reserves that have been scanned and put online into the Bluford Library catalog. Print materials such as journal articles, exams, and course notes are some examples of E-Reserve material. To submit an E-Reserve item, follow the same procedures for a photocopied item (submit a Reserve Reading List form and a Copyright Certification form). Refer to the above section: [Procedures for Placing Material on Reserve](#).

Please keep the following additional points in mind when submitting E-Reserves:

- Make sure clean 8 ½ x 11" copies are submitted. This will ensure the copies are accurately scanned. The scanned documents will be listed as a PDF file and can be accessed via the F.D. Bluford Library home page.
- Please refer to the [Using E-Reserves](#) section under [Reserve Services for Students](#) for information on how to access E-Reserves.
- Make sure the copies are printed on only one side of each page.
- If a course reading is from two different sources, divide it into two separate readings before submitting it to Reserves. Individual E-Reserves readings must be from only one source.
- Complete books and/or journals cannot be scanned for E-Reserves.

Removing Materials on Reserve

To remove or cancel materials in the Reserve Room, a Reserve Room Removal Form must be filled out completely, including faculty name and social security number. Without completion of this form, no items may be taken off reserve.

End of Semester

Within 30 days before the end of each semester, Reserves will send to each instructor who has current reserves, a packet which includes a printout of all his/her current materials on reserves for that particular semester, a copy of the Reserve Room Release Form, a copy of the Reserve Reading List Form, a copy of the Copyright Form and a letter from Reserves. Please indicate on the printout, which items you wish to keep and which items you wish to remove from reserves. Send this printout, along with the appropriate form(s) to the Access Services desk either in person or via campus mail.

To ensure timely and accurate processing and to secure copyright clearance of your requests, it is best if we have your list by:

- Fall semester: August 1
- Spring semester: December 1
- Summer sessions: May 1

If the printout and appropriate form(s) are not received by the above dates, delays in processing requests will occur, as this is a peak time in the semester for the Access Services Department.

Course Reserve Submission Forms

Please select the form you need. Print it out and bring to the Circulation desk.

- [Reserve Request Form](#)
- [Reserve Release Form](#)
- [Copyright Certification Form](#)

For more information please call:

Access Services/Circulation
(336) 285-4164

[Send Suggestions/Remarks](#)

Ferdinand D. Bluford Library

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