Course Reserves

General information:
The purpose of the reserve collection is to provide increased availability of course materials for students. Instructors can place their personal/departmental textbooks, media items, and articles on reserve for limited checkout times. All of these items must be compliant with library reserve guidelines and the Copyright Revision Act of 1976. Library-owned items may also be placed on reserve. Reserves are kept behind the circulation desk and are searchable in the catalog by title, course number, or instructor name.

Reserve guidelines:
Materials must be acceptable under the Chemeketa Library reserve guidelines and the Copyright Revision Act of 1976 to be placed in the reserves collection. According to Fair Use, the following factors must be considered when duplicating materials for reserve:
1. Type of Use: This includes whether the work was copied for nonprofit educational use, or for commercial benefit.
2. Nature of the Copyrighted Work: Including the amount of creativity that went into the original work.
3. Amount and Substantiality: The size of the portion used in relation to the work as a whole.
4. Market Effect: How much of an effect the copies will have on the potential market of the copyright owner. **Copying to avoid purchase of a work is a violation of fair use.**

It is the responsibility of the instructor to obtain permission from the publisher of copyright-protected materials. Once permission is granted, a copy of the letter of permission must be given to the library along with the reserve item. The following links will take you to the employee dashboard for additional information concerning copyright law.

For information on copyright:
https://dashboard.chemeketa.edu/resources/copyright/default.aspx

Guidelines to follow when placing items on reserve:
The following items may be placed on reserve without copyright permission:
- Instructor’s original work, including: course notes, PowerPoint Slides, Labs, Class Activities, videos of lectures, tests and answer keys
- Textbooks
- Chemeketa Produced Items
- Exam Prep Books
- Class Sets (multiple copies purchased by a department for a specific class)
- Journals and periodicals
- Commercially produced videotapes, DVD’s, CD’s and cassettes (not a videotape copied to DVD)
- Chemeketa library-owned materials (not items owned by other libraries)
- United States Government publications
- Student papers or other works may be placed on reserve. Instructors must obtain written permission from students before submitting these works for reserve.
● Photocopies:
  ○ A single photocopy of a journal article may be placed on reserve for one term only. After that time, publisher permission must be provided in order for the article to remain on reserve. The initial term is intended to allow the instructor time to request permission from the publisher.
  ○ A single photocopy of a book chapter may be placed on reserve for one term only. Multiple chapters from one text are not acceptable. After one term, publisher permission must be obtained. Publisher permission is not necessary to place the entire book on reserve, so this is often preferable.
  ○ All photocopies must be accompanied by a full citation, or a copy of the title page of the journal or text from which the photocopy was taken.

The Following Items Cannot be Placed on Reserve:
● Instructor’s Editions or Exam Copies
● Lab Manuals
● Workbooks
● Study Guides
● Course Packs
● Textbooks containing the answers not provided by the instructor
● Anything that takes away monetary gain from the publisher
● Non-commercial videotapes recorded by the instructor from a broadcast are not acceptable without publisher permission.
● Interlibrary loan materials and items borrowed from other libraries are not acceptable for reserve.

Placing materials on reserve:
Instructors may place items on reserve at any time by bringing the materials to the library circulation desk and filling out a short form. It is important to fill the form out completely, as any omissions may cause delays. Reserves are handled in order of receipt. Please allow a minimum of three days for processing.
Materials may be placed on reserve for the following check-out periods: 2 hours (in-library use only), 4 hours, 24 hours, 48 hours, 1 week, 2 weeks, or 1 term. Reserves will be reviewed by the Reserves Coordinator at the end of each term, instructors will be contacted, and reserve items will be either extended for an additional term(s) or sent back to the instructor. The instructor who originally submitted the items may make changes to their reserves or have them taken off reserve at any time.
All reserve items will have a barcode on a removable label and a Reserve stamp placed on them. A certain amount of wear can be expected.
Reserve Disclaimer:
The Chemeketa Library is not responsible for damaged, missing and/or lost personal or departmental copies while on reserve, though we make every effort to secure all materials. If a personal or departmental copy is lost or damaged, the faculty contact will be notified and asked to make a decision to replace or withdraw the item from reserve. If the library is able to collect fees for the damaged or lost property, the faculty member or department will be reimbursed as appropriate.

Questions or concerns about placing items on reserve may be sent to Heather Simpson-Howell at 503.399.5156 or libreserves@chemeketa.edu.