Purpose

This document describes the rules that govern placing materials on reserve in the Burke Library.

Scope

These rules apply to all faculty at Hamilton College.

Policy Revision History

Last revised, December 2014.

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Electronic Reserves

The electronic reserves collection at Burke Library consists of pdf files, websites, and articles in online periodicals. For pdf files, the circulation staff photocopies and scans the following:

- Print periodical articles
- A small selection or chapter from a book
- Exams, course notes, answer guides, and other material created by the instructor

Access

Students are able to access electronic reserves through ALEX, the library catalog, or through the library resources page or course web links in Blackboard. Electronic reserves are made accessible for the duration of the semester requested. Students are able to both print and save pdf files.

Submission Guidelines

The circulation department will accept reserve requests in the following four ways:

- Submission of your completed course syllabus
- Submission of a list from a course taught previously (see the reuse section for more details)
- Completion of the Library Reserve Request Form
- Completion of reserve cards, available at the circulation counter

Please provide the following information with your request:

- Your name
- Course name
- Date reserve is needed by
- Full citation of the book or periodical requested

You may choose to submit your own copies or pdfs. In addition to providing the information mentioned above, please make sure that your copy is clean and includes both the title and copyright pages if your reading is from a book.

Reuse

The circulation department retains reserve files for the current semester and the four previous semesters. Since we are able to reuse reserves, you do not need to submit new copies. Circulation can provide you with a list of all of the reserves used for a particular course. Simply mark the reserves that you'd like to reuse and provide us with a current syllabus. We cannot process lists without current assignment dates.

Copyright Law

All electronic reserves must comply with copyright law. Copyright compliance is based on Section 107 of the Copyright Act of 1976. To determine if a request falls under fair use, the following are considered:
The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

The circulation department interprets these guidelines to mean that we can provide access to an entire article, one complete book chapter, or up to 15% of a published work. Every request is evaluated for copyright compliance by the circulation staff. A staff member will contact you if a reading that you have requested does not comply. If your request cannot be processed due to copyright restrictions, you have the following options:

- Reduce the number of pages requested to meet the 15% limit.
- Place the book on print reserve at the circulation desk. Students will then be able to read or photocopy from the book.
- Seek permission from the copyright owner. It can take several weeks to obtain permission. Generally there is a fee involved, and if your request is a large percentage of a book it will still likely be denied. Please contact the Circulation Department at 859-4479 if you would like to explore this option.
- If your reading is an entire work, but is small in size, such as a play or short story, the library can usually purchase multiple copies of the work to place on print reserve.

For more information on copyright, please visit the Hamilton College Copyright Policy page.

Processing Time

The circulation department processes on average 1,500-2,000 electronic reserves a semester, the majority of which are done within the first six weeks of class. The circulation staff will make every effort to have electronic reserves assigned for the first two weeks of class online by the first day of the semester. For the remainder of the semester, readings will be made available two weeks before their assigned date, if not sooner. Providing us with a copy of your syllabus will help ensure that readings are made available in a timely manner. The amount of time it takes to process one request also depends heavily on the accuracy of the information received in the request. Needing to research an incomplete citation, locate a photocopy of a title page, or make adjustments for copyright compliance can all delay the process by several days. A circulation staff member will contact you if a problem prevents your reading from being made available in time.

End of Semester Processing

At the end of the semester, reserves are taken offline and archived. We encourage you to either print or save pdfs from your course to your own computer before the end of the semester. Because of copyright law, the circulation department is unable to do this for you.

Print Reserves

The print reserves collection at Burke Library consists of books owned by the library and
faculty-owned materials. Typically, items are placed on print reserve when we are unable to provide electronic access to the material.

Access

The collection is housed behind the circulation desk in Burke Library. Students are able to charge out books for two hours at a time with an option to renew. While students are able to take most reserve materials out of the library, faculty's personal copies remain in house. Burke Library has photocopiers that students may use. Students are able to charge reserves out for an extended period of time (e.g., over spring recess) only with the faculty member's permission.

Submission Guidelines

The circulation department will accept reserve requests in the following four ways:

- Submission of your completed course syllabus
- Submission of a pick from a course taught previously (see the reuse section for more details)
- Completion of the Library Reserve Request Form
- Completion of reserve cards, available at the circulation counter

Please provide the following information with your request:

- Your name
- Course name
- Date reserve is needed by
- Full citation of the book or periodical requested

You may choose to submit your own copies or pdfs. In addition to providing the information mentioned above, please make sure that your copy is clean and includes both the title and copyright pages if your reading is from a book.

Reuse

The circulation department retains reserve files for the current semester and the four previous semesters. Since we are able to reuse reserves, you do not need to submit new copies. Circulation can provide you with a list of all of the reserves used for a particular course. Simply mark the reserves that you'd like to reuse and provide us with a current syllabus. We cannot process lists without current assignment dates.

Processing Time

If the library owns a copy of the book, or if you are providing a personal copy, the circulation department will have the request processed within 48 hours. Please keep in mind of the following situations that may delay processing of your request:

- If the library's copy is currently charged out to another patron, it can take up to an additional week to process. This is especially true at the beginning of a semester when your students get to the books before we receive your requests!
- If the library does not own a copy of the requested book, a rush order request will be sent to
the acquisitions department.

Processing time for purchase requests depends on the availability of the book. If you have a personal copy of the book, we're happy to place it on reserve temporarily, until the library's copy is received. One copy of a book is typically ordered. A special request must be made to order multiple copies.

**End of Semester Processing**

At the end of the semester, materials are taken off reserve. Library books are returned to the stacks for regular circulation. Personal copies are delivered to department offices.

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**DVD / VHS Reserves**

The media reserves collection at Burke Library consists of DVDs, VHS tapes, and laser discs owned by the library along with some faculty-owned materials.

**Access**

The collection is housed behind the circulation desk in Burke Library. Students are able to charge out items for three hours at a time. While students are able to take most reserve materials out of the library, faculty's personal copies remain in house.

**Submission Guidelines**

The circulation department will accept reserve requests in the following three ways:

- Submission of your completed course syllabus
- Completion of the Library Reserve Request Form
- Completion of reserve cards, available at the circulation counter

Please provide the following information with your request:

- Your name
- Course name
- Date reserve is needed by
- Full citation of the video requested

**Processing Time**

If the library owns a video, or if you are providing a personal copy, the circulation department will have the request processed within 48 hours. Please keep in mind of the following situations that may delay processing of your request:

- If the library's copy is currently charged out to another patron, it can take up to an additional week to process.
- If the library does not own a copy of the requested video, a rush order request will be sent to
the acquisitions department.

Processing time for purchase requests depends on the availability of the video. If you have a personal copy of the video, we're happy to place it on reserve temporarily, until the library's copy is received. One copy of a video is typically ordered. A special request must be made to order multiple copies.

**End of Semester Processing**

At the end of the semester, materials are taken off reserve. DVDs and VHS tapes are returned to the stacks for regular circulation. Personal copies are delivered to department offices.

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**Music Library Reserves**

Sound recordings, scores, and other materials may be placed on reserve for any Hamilton course at the request of the faculty member. Music Library reserves are listed in ALEX. In some cases, a reserve file is maintained at the Circulation Desk. For more information contact:

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[Music Library Home]

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