

Guidelines for Submitting Electronic Reserve Materials

Background to latest of revision to copyright interpretation:

We have completed review of our current practices at the Mid-State Technical. Specially, we have examined the guidelines at the University of Kansas and Cornell University. In Cornell's case, the guidelines were adopted following legal action filed by the American Association of Publishers over concerns about the quantity of and access to library reserve readings.

The following guidelines apply to Mid-State Technical College Libraries reserve readings.

1. Copies of reserve materials will be limited to single articles or chapters, several charts, graphs or illustrations; or other small parts of the work.
2. Electronic reserves will be limited to a small part of the materials required for the course.
3. Readings for each semester will be considered independently, and all items submitted for electronic reserves will be subject to the application of the four factors Fair Use (please see MSTC Library Policy to Electronic Reserve Access to Copyrighted Materials).
4. For materials that fail the Fair Use test, permission of the copyright holder must be received prior to making the material available to users.
5. Access to course reserves material must be restricted to currently enrolled students only. Reproduced materials on reserve will be accessible only by instructor name and department name.
6. At the end of each semester, access to electronic files will be suppressed and cannot be retrieved from the course reserve system. Materials loaned by Library for the course reserve system will be returned to the faculty member who loaned the material.

For good information on copyright, please visit the Association of research Libraries website on copyright information. <http://www.arl.org/pp/ppcopyright/>

For additional information on copyright, please refer to the U.S. Copyright Office's Copyright Basics Web page. <http://www.copyright.gov/>

Submitting Reserve Requests:

Submit your course reserve materials to any campus library. Please be sure to include your contact information on the request form so that library staff can contact you with questions and concerns.

For Electronic Reserve Item:

1. Please submit the Electronic Reserve Request Form <http://www.mstc.edu/academics/electronicreserverequestform.pdf> which is available on the Intranet. Please complete the form and send it back to the library via email or mail.
2. When submitting photocopies for E-Reserve, the copies should be clean, legible, and one-sided with black edges minimized
3. For each item, please identify the source clearly (full bibliographic citation) and include the copyright © statement page from the original source
4. If you do not have copies, we can make them for you. Please provide the original items or call numbers for library owned materials
5. Your requests for E-Reserve will be reviewed upon receipt, and library staff will contact you if additional information is needed before we proceed with filling the request

For On-Site Reserves:

1. Please submit the Reserve Request Form
2. Inform library staff whether all the items are being delivered
3. Inform staff whether there are items for library staff to locate
4. Inform library staff whether there are items listed that the library does not appear to own

Note: Student papers, projects and other academic creations, whether in printed or electronic form, shall enjoy copyright protection as soon as the work is fixed in some tangible form. Please ask students to provide permission to place student works on library reserve.

Getting Help with Course Reserves:

If you have questions or need help with course reserve processing issues, please contact library staff.

*This policy is subject to change/revision as needed.
Any change/revision to this policy will be distributed to participating personnel*

