



Faculty Reserve Material

All Library-owned books and instructor-owned books, tests, papers, electronic media software, and videocassettes placed on reserve are processed by the KTC Library Manager. All reserve material, once processed, is available for query through the online catalog, and is available in both general search indexes, as well as in specific reserve indexes by departmental course, instructor, author, and title.

What ID is necessary for students?

All PSU students, faculty, and staff **MUST** present their PSU Photo ID at the time of each checkout. Other users must present a valid Library checkout card.

How much are the fines?

Fines on all reserve material are 25 cents PER HOUR for each hour the Library is open. If an item is significantly overdue by several days, we will attempt to call you and let you know the item is unavailable for the rest of the class. Since the Library is usually open between 10-15 hours a day, fines can be as much as \$3.75 per day for one day overdue. The maximum amount of fine that can accrue is \$20.00 per item; if the item is not returned, the patron will be billed \$20 in fines plus processing fees and replacement cost of the item. If personal copies are lost, we will contact you to determine replacement cost.

How to place material on reserve

Items you wish to place on reserve (Library-owned books, personal copies, test, photocopies, electronic media, etc.) should be brought to the KTC Library Circulation Desk.

The Axe Library Reserve Copyright Compliance Guidelines, (<http://library.pittstate.edu/circ/reserve/#cpolicy>) drawn from the 1976 Copyright Law, lists issues and restrictions for copyright compliance. The Copyright Compliance Form (<http://library.pittstate.edu/circ/reserve/copyres.pdf>) needs to be completed and brought to the desk for each copyrighted and photocopied title (article). Due to copyright and processing procedures, we hope to be able to process materials within 1-2 working days. However, incorrect or incomplete information on copyright forms will cause delays in the processing. If information is incomplete, Heather Winzer or Susan Johns Smith will be contacting you for proper information. No processing will occur until all copyright information is complete. Copyright forms need to be signed by the instructor, not the GA or assistant.

Realizing that both long and short reading assignments are usually photocopied by the students and read elsewhere, the following checkout times are recommended:

- 2H = 2 Hours - Use for short articles quickly read or photocopied. Items checked out after 9 pm are due back the following morning by 9 am
- 4H = 4 Hours - Use for short articles quickly read or items that you wish not to leave the library for a long period of time.
- 1D = 1 Day Overnight - Use for books or longer articles in larger classes. Items checked out at 3 p.m. would be due at 3 p.m the following day
- 3D = 3 Days - Use for multiple book chapters where a weekend time period is desirable. Books checked out on Friday will be due on Monday.

How do I know what is on my reserve?

At the end of each semester we will send you a printout indicating total use of each item by circulation (number of checkouts), so that you can see firsthand which items were actually used by your students over the course of a semester.

How to take material off reserve

Come by, call, or drop us a note, material can be taken off mid-semester. Items which fall into copyright compliance categories will be returned to you automatically after the semester has ended if you do not take them off. All items, when appropriate, are returned through campus mail.

Copyright Compliance Guidelines

Effective Summer 1995, photocopied material for faculty reserve will be processed only if accompanied by a signed [Copyright Compliance Form](http://library.pittstate.edu/circ/reserve/copyres.pdf) (<http://library.pittstate.edu/circ/reserve/copyres.pdf>). This form must be printed out, read, and signed by the instructor before processing of any articles that have been submitted for the instructor's Library reserve.

Guidelines of the Library, drawn from the 1976 Copyright Law, for placing photocopied materials on reserve are as follows:

- An instructor may place ONE COPY of an article or chapter on reserve; multiple copies, including using the same article for more than one class, are not permitted.
- Photocopied articles may be placed on reserve for ONE SEMESTER ONLY. These articles will be automatically returned to you at the end of the semester.
- If articles are needed for additional semesters, copyright permission is necessary from the publisher.
- This copyright compliance form is required for all articles placed on reserve at the Axe and/or KTC Library. Copies of perpetual permission and/or continued use permission from the publishers for items beyond the first semester may be required by the Library.

- The Library staff may refuse to place a copy on reserve if in their judgment the copy does not meet the criteria established by copyright law, or if supporting certification of copyright compliance is incomplete.

"Fair Use" is outlined below. For more information on "Fair Use" guidelines, see the Office of Academic Affairs Memorandum 84-10 or call the Library. The Library reserves the right to request proof of copyright clearance.

- Reserve copies are made for non-commercial, non-profit, educational purposes.
- Reserve copies must meet the standards of brevity and spontaneity.
- The copyrighted work must not be a consumable work (example: printed workbook).
- The reproduction must not be likely to have a significant adverse effect upon the potential market for or value of the copyrighted work.
- A notice of copyright appears on each copy.

Philosophical considerations

To use, or not to use: If the item on reserve is valuable or unique, you should seriously consider photocopying it for preservation and not place the original on reserve. Reserve items get USED, and (unfortunately), ABUSED, and (yes), sometimes RIPPED OFF.

Reserve is not a Fibber McGee's Closet: Reserve is the place for RAPID access and checkout. It is not a storage closet for items which may be of peripheral interest to your students. From time to time we will notate for you which items have/have not been used over a period of time. We therefore request your assistance in regularly removing items which you will no longer be using.