

# Ohrstrom Library Reserve Form and Agreement

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In order to reserve materials at Ohrstrom Library you must:

1. Read *Ohrstrom Library's Reserve Policy* below
2. Print and fill out the *Reserve Form* (page 3 of this document)
3. Read and sign the *Copyright Agreement* at the bottom of the *Reserve Form*
4. Drop the form off at the Circulation Desk at the library for processing

## 1. Read Ohrstrom Library's Reserve Policy

### What is the Reserve collection?

- The Reserve collection is a temporary collection of materials selected by instructors to support their courses. Reserve items are housed behind the circulation desk in Ohrstrom Library.

### Who can put materials on Reserve?

- SPS Faculty
- SPS Staff
- SPS Student Organizations

### Who can use Reserve Materials?

- SPS Students
- SPS Faculty
- SPS Staff

Reserve materials are checked out using the patron's library card.

### What are the Loan Periods?

- Reserve materials may be checked out for either a 2 hour (in-library use only) loan period or overnight. The person putting the material on reserve determines this loan period.
- Overnight reserves may be checked out after 9:15 pm. They are due back in the library the following day after Chapel, or by 8:30 am on non-Chapel days.

### What can be put on Reserve?

1. **Materials owned by Ohrstrom Library or Instructor:**
  - Personal copies of books or videos may be placed on reserve, but the library cannot accept responsibility for loss or damage to the material.
2. Entire books
3. Entire issues of journals
4. Entire copies of A-V materials: (DVDs, videos, cds, etc.)
5. Government publications
6. **Copies of materials following these guidelines** (The Library's policy concerning photocopies of copyrighted materials on reserve is defined by 17 U.S. Code, sections 107 and 108. It is subject to change as the law is further interpreted and tested.) :
  - One article per journal issue

- One chapter or 10% of a book
- Other parts or whole works that do not constitute copyright infringement, e.g., government documents and class notes.
- In all cases, the notice of copyright and the title page from the work must be included. The above amounts are estimates designed to safeguard the School and its individual members from legal action due to copyright infringement. Exceptions to the above limits must take into consideration the four fair use factors:
  - 17 U.S. Code section 107: Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies of phonorecords or by any other means specified by that section, for the purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in a particular case is fair use, the factors to be considered shall include:
    1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
    2. the nature of the copyrighted work;
    3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
    4. the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.
  - It is the instructor's responsibility to obtain permission to copy and use the materials and to pay any royalty fees.

#### 7. Materials not owned by the Library or Instructor:

- It is the instructor's responsibility to obtain permission to copy and use the materials and to pay any royalty fees. Materials will be removed from the reserve shelf and returned to the instructor after the date determined by the instructor, not to exceed one term. Use permissions should be requested for each term the material is being used.
- The instructor must fill out and sign a reserve request form in person or online, indicating that he/she has obtained permission to use the material on reserve.

#### 8. Materials in digital databases and full-text journals leased by the Library:

- The Library does not own these materials; they are leased. The Library signs an official license agreement with each vendor containing specific language on the permitted use of the material. Although some of the licenses allow the material to be placed on reserve, others do not. Instructors need to investigate the licensing terms of the database before placing materials on reserve.

### What is not permitted for Reserve?

#### 1. Materials considered to be "consumable":

- Published workbooks or exercises
- Standardized tests, test booklets, and answer sheets
- Course packs
  - The nature of these materials is such that making copies available to many students is likely to affect the market value of the item and may be an infringement of copyright law.

#### 2. Materials belonging to other libraries

## 2. Print and Fill Out Reserve Form Below

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### Reserve Request Form:

Today's date: \_\_\_\_\_

Instructor's name: \_\_\_\_\_

Course name: \_\_\_\_\_

Number of Students in Course: \_\_\_\_\_

Reserve item: \_\_\_\_\_

Term: \_\_\_\_\_

Date to be placed on reserve: (allow 48 hours) \_\_\_\_\_

Date to be removed from reserve: \_\_\_\_\_

Can the materials circulate overnight? Yes \_\_\_\_ No \_\_\_\_

Any Additional information: \_\_\_\_\_

Any questions should be addressed to the Circulation Services Librarian by calling the main Library extension 4860 or emailing: [schauvin@sps.edu](mailto:schauvin@sps.edu) .

## 3. Read and Sign the Copyright Agreement

The copyright law of the United States (Title 17, United States Code) governs the copying of copyrighted material. I understand that I can be held liable for copyright infringement if I copy or assist in copying materials in excess of that permitted by law.

I have read the Ohrstrom Library's Reserve Guidelines for placing materials on reserve and agree to abide by them. All photocopied material will have the copyright information listed on the first page. I understand that the Circulation Staff have the right and the responsibility to return any photocopied material that does not contain the copyright information.

I also understand that it is my responsibility to obtain any necessary written permission from copyright owners before incorporating copyrighted materials in excess of "fair use".

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 4. Deliver This Form to the Circulation Desk for Processing