

## Library Reserves

High Point University's Smith library maintains reserve collections and electronic access to class-related materials to support the university's academic programs. Books and other materials are placed in reserve collections and circulate for shortened loan periods. Articles and other documents are scanned and made available as electronically as Adobe PDF's. Records for materials on Reserve and access to electronic and digitized files are provided under Course Reserves on the Libraries website and in the Library Catalog.

The Libraries' policy for reserve services is derived from the fair use guidelines of the United States Copyright Act of 1976 (17 U.S.C. Section 107).

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

1. The purpose and character of the use, including whether such use is of 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
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

### About Reserves

**Book Reserves** are housed behind the Circulation Desk unless they are Open Reserves which is near the Circulation Desk.

A High Point University Passport card is required to check out reserves with the exception of Open Reserves.

Loan periods for reserves are:

*Closed:* Four Hour In-House use only. These items are not to be taken from the library and are checked out from the circulation desk.

*Open:* These reserves will be located outside of the circulation desk and are browsable. These items will not circulate outside of the library. This reserve is only available for library copies. Personal copies will be housed behind the circulation desk.

*1 Day, 3 Day, and 7 Day:* These reserves may be taken out of the library for the loan period.

Only 2 reserve items can be checked out at one time.

To locate reserve items for a student, Circulation staff will need the following information:

1. Professor's name
2. Class number
3. Book title

Electronic reserves can be accessed by choosing Course Reserves under Services on the library's webpage.

Arrangements for media reserves (DVD's) are handled by the Media department located on the first floor of Smith Library. After they are processed, they will be housed behind the Circulation Desk. Please use the [\*DVD Reserve Form\*](#)

## **Guidelines for Reserve Materials**

Faculty may place the following materials on reserve:

- Library books
- Professor's personal books, tests, study guides, etc.
- Textbooks
- Copies of articles (*Links to online full text articles can be placed on electronic reserves or an article can be scanned. One paper copy of an e-reserve may be placed on closed reserve if so requested.*)
- Copies of portions of a book (*If more than 10% of a book is requested, the book itself will be placed on reserve.*)

- Student papers may be placed on Reserve and eReserves, if written permission is obtained from the authoring student(s) and the files meet our guidelines for photocopying and scanning.

The following materials **cannot** be placed on Reserve:

- Materials from other libraries (i.e. Interlibrary Loan)
- Professor- created anthologies

## Copyright Guidelines

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

- Book chapters and articles from journals **not owned by the library or instructor** physically or through subscription database access may not be placed on reserve for more than one semester without permission from the copyright holder.
- No more than 10% of a book may be placed on reserve
- Materials on e-reserve should contain a complete citation of the original material
- Photocopied or scanned copies of complete books and entire issues of Journals **will not** be placed on reserve
- Electronic copies of reserve readings will include a notice of copyright on the first screen indicating materials may be covered by copyright.
- Electronic reserve materials will be accessible only by instructor's name, course name, and course number. Users connecting from off-campus to the Libraries website using a commercial internet provider must identify themselves as a HPU user by logging-in with their username and password before they can access reserve materials.
- We will not place materials, including electronic files or web pages, on reserve if the nature, scope, or extent of copying is judged to exceed limits of fair use.
- In some cases, placing photocopied or scanned material on reserve may require copyright permission. Use of the same photocopied or scanned material in multiple courses or for successive years will generally require permission.

## Procedures for placing Reserves at the Circulation Desk

- For **Smith Library Reserves**, fill out the [\*HPU Libraries Reserve Request Form\*](#).
- Please allow 2 days (excluding weekends) for items to be placed on reserve.

## Return of Personal Reserve Materials

- Personal materials may be picked up by professors at any time during the semester.
- All personal items will be removed at the end of each semester and mailed back to the professor unless otherwise requested.
- Personal book copies may remain on reserve more than one semester. Any photocopies must have copyright permission for consecutive semesters.

Please contact La-Nita Williams at ext. 9102 or email [circulation@highpoint.edu](mailto:circulation@highpoint.edu) with questions concerning reserves.