

# Academic Library Services Procedure Manual

300.10.56

**Subject:** Circulation Procedures: Reserve and Course Reference Collections

**Title:** Reserve Collection

**Date Adopted by the EHRA Assembly:** January 15, 2015

**Date Revised:** December 17, 2015; January 3, 2019; February 6, 2020; September 1, 2022

## I. Purpose

The purpose of the Joyner and Music Library course reserve and Music Library course reference collections is to provide fair, timely, and central access to materials chosen by faculty members and graduate teaching assistants (hereafter referred to as instructors) to support classroom instruction.

## II. Scope

Due to space and other limiting constraints, all reserve requests must be approved by the Reserves Manager. In all cases, items must meet the guidelines of U.S. Copyright law.

### A. Materials that may be placed on reserve:

1. Books, journal articles, photocopies, electronic resources, media materials and three-dimensional items (maps, photographs, miscellaneous items) chosen by instructors to support classroom instruction.
2. Items specific to the Music library: Scores, materials from the School of Music's recording collection. Collections of octavos or instrumental parts may be placed on reserve in pre-arranged groups only.
3. Reproductions of portions of specific sound recordings.
4. Personal copies.
  - a. Instructors may place a personal copy on reserve.
  - b. The Library will provide reasonable protection in shelving, circulation, and retrieval of personal copies according to established procedures. However, the library cannot assume responsibility for the replacement of lost or damaged personal copies. The library will not bill any patrons for such loss or

damage, provide a replacement of personal items, or offer any repair services of damaged items.

- c. Personal items may be placed on reserve with the understanding that they will be processed for use, which may include application of labels, barcodes, and tagging for the security system.
- d. Electronic versions of any of the above within copyright limitations.

B. The following materials may not be placed on reserve:

- 1. Current and bound periodical volumes  
Exception: Volumes containing articles that would normally have been copied for reserve purposes, but their condition prevents copying
- 2. Items that only circulate in-library
- 3. Certain types of materials (e.g. monographs and audiovisuals) received through Interlibrary Loan
- 4. Items from the reference collection

\*Note: Selections from any of the above may be placed on electronic reserve, within copyright and licensing limitations.

### III. Reserve Requests

- A. Only instructors may request that an item be placed on reserve.
- B. Instructors are to use the [Reserve Request Form](#) available on the Joyner Library website to place an item on reserve. To ensure timely processing of requests, instructors are asked to provide complete and accurate information on request forms. Requests may also be placed in-person at the circulation desk by completing a course reserves request form and providing all the necessary information. Instructors who submit a request with multiple items listed are asked to prioritize their items to ensure that items are available for students in a timely fashion.
- C. At the end of each term, instructors will receive automatically generated notices regarding their materials on course reserve. Instructors will be asked to respond by the following month if they would like to keep their materials on course reserve. If a response is not received by the deadline stated in the emails, instructor's course reserve materials will be removed and returned to the library's collections, mailed or delivered to the instructor's campus address, or held for instructor pick up at the library. Library document delivery personnel can mail removed personal copy

reserves materials to an off-campus address if an instructor has left the employment of ECU or is away from campus for the term.

- D. Seven (7) business days from the time the request has been received are allowed for processing. Reserve readings should be assigned only after adequate processing time has been allowed. Copies of materials requested through Interlibrary Loan might require additional processing time. For large requests (over 5 items), only the five highest priority items are guaranteed to be processed and completed within the seven-business day period.
- E. Reserve materials are processed in the order they are received. For large requests, the top five items are processed before moving onto the next instructor's request; the remainder of requested items will be processed after other prioritized requests have been processed.

#### IV. Electronic Reserves

- A. Electronic Reserves are materials (e.g. scanned/linked articles, book chapters, music scores, and streaming audio and video) that are made available online through the university's learning management system. Electronic reserves accessible through the learning management system permits simultaneous use by multiple authorized users. Access to electronic reserves materials will be limited to authorized students, faculty, and staff enrolled in the course to have access to electronic materials.
- B. Materials provided from an instructor must be the original source material or able to be determined to be a legitimate copy to comply with copyright law. Copies obtained through the library's interlibrary loan service are not eligible to be placed on electronic reserves since they were provided under provisions of copyright law designated for personal use only. If the instructor provides a hard copy of printed materials to place on electronic reserve, the acceptable format is legible, single-sided, uniform copies no larger than 8.5 x 11 inches.
- C. Access to electronic reserve materials will be terminated at the end of the semester. The materials may be kept in electronic format for subsequent use provided that the archives of such material are not publicly accessible and copyright compliance allows for repeated use without renewed permissions or additional royalties paid.
- D. Instructors are responsible for considering and documenting any determinations of fair use, for requesting, obtaining, and documenting any permissions that might be needed, and for paying any copyright royalties

that might be needed to have materials posted for electronic course reserves. The library reserves the right to question and refuse to post any material to electronic reserves if copyright compliance is uncertain. Instructors may be referred to obtain copyright permissions and/or to arrange with the ECU Dowdy Student Stores for the production of licensed course packs.

## V. Loans

- A. Reserve materials are circulated at the discretion of the assigning instructor. Instructors can allow their reserve materials to circulate for the following standard loan periods or request a special loan period (if needed):
  - 1. Three Hour In-Library Use Only (required for TRC Textbooks)
  - 2. One Day (recommended for DVDs)
  - 3. Three Days
  - 4. Seven Days
- B. Holds and recalls are not permitted for reserve materials.
- C. Renewals are not permitted for reserve materials.
- D. To prevent monopolization of reserve materials:
  - 1. Circulation staff may invoke a three hour wait period before allowing a borrower to check-out the same title again.
  - 2. Borrowers may be limited to having three reserves items checked out at once.
- E. Exceptions
  - 1. Instructors who have placed items on reserve may check those items out for up to two weeks. The library is not responsible for ensuring that instructors return their materials in a timely manner.
  - 2. If an instructor other than the one who placed an item on reserve wishes to check out a reserve item, written permission must be granted by the instructor who placed the item on reserve. This process ensures that the material is available for its primary reserve purpose.

## VI. Fines and Fees

- A. Reserve items have a 15 minute grace period and then accrue \$1.00 overdue fines per item, per loan period unit up to a maximum of \$10.00 per item (i.e. a three-hour loan will be charged an hourly rate of \$1.00 and a one-day, three-day, or seven-day loan will be charged a daily rate of \$1.00). All borrowers accrue overdue fines for reserves items. Fines charged to instructors will be cancelled unless items are kept out for longer than the permitted two-week period.
- B. Reserve items that are not returned within 7 days of the due date may be declared lost and the borrower may be charged a non-refundable replacement fee and processing fee for the item. Personal instructor copies that are lost or damaged will not be billed to a patron and the library will not pay the instructor for the material's replacement or repair.
- C. All borrowers are responsible for fees associated with lost or damaged materials, as outlined in the Borrower's Responsibilities section of the [General Circulation Procedure](#).