

Hawkeye Community College Library

Faculty Guidelines for Course Reserves

Faculty members may place supplemental course materials on reserve at the HCC Library Circulation Desk. Loan periods are set by the requesting faculty using one of the reserve checkout periods: two hour in-library use, overnight, three day, one week, or two weeks.

Materials owned by the library, such as books and videos, may be placed on reserve. Faculty may also place materials they own on reserve; however, the library is not responsible for any loss or damage.

Copies – Copies of a faculty member's personally created materials, such as PowerPoint slides, study guides, and sample tests, may be placed on reserve.

Also, a photocopy of a newspaper, magazine, or journal article, a short story, short poem, or a book chapter, or item such as a chart, graph, diagram, or cartoon, may be placed on reserve under the following conditions:

1. The photocopy was made **by** the faculty member.
2. A reserve request form was **completed** by the faculty member **and submitted** with the copy.
3. The copy **must include** a copyright notice and full citation on the first page.
4. The copy will remain on reserve **for one semester only**.
5. The copy **will be returned** to the owner at the end of the semester.
6. The number of copies of an individual article or chapter **will not exceed** one per twenty-five students enrolled in a course. (For example, if a faculty member has 53 students enrolled in two sections of a course, three copies of an individual article may be placed on reserve.)
7. The faculty member **is responsible** for requesting and obtaining permission from the copyright owner to place photocopied material on reserve for more than one semester. A copy of the written permission must be submitted to the library circulation office.
8. For material such as student work examples, **written permission** from the student must be submitted with the reserve request.

Videos

Commercially produced videos owned by the HCC Library or by the faculty member may be placed on reserve.

Materials not accepted for Course Reserve

Interlibrary Loan items, consumable workbooks, course packets or anthologies, any copy that has previously been on reserve that is lacking written copyright permission, or any unauthorized copies of copyrighted audio/visual materials.

Additional information for submitting reserve requests

1. Complete the reserve request form. The information required on the form will help the library staff enter the item record into the Course Reserve module of the online catalog.
2. Please allow up to 72 hours for items to be processed and be made available for students.
3. Please submit the reserve request in a timely manner before announcing the assignment to your students. This will allow the library staff time prepare the catalog record and the item for reserve checkout.
4. All items will be processed on a first come, first serve basis.

COPYRIGHT and FAIR USE

The Copyright Act permits the photocopying of copyrighted materials for educational purposes with the condition that the copying complies with “fair use” (Title 17 U.S. Code § 107.) Therefore, the following factors must be considered before placing copies on reserve in the library:

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 Hawkeye Community College Library assumes that the copies submitted for reserve have been made by the faculty member in compliance with provisions of copyright law and the library’s course reserve guidelines. Please review the guidelines on the reserve side and refer to the resources below for additional information.

For further information about Copyright and Fair Use, see:

Board of Regents of the University System of Georgia. “Regents Guide to Understanding Copyright & Educational Fair Use.” 17 Mar. 2005. University System of Georgia. 21 July 2005. <<http://www.usg.edu/legal/copyright/>>.

Copyright Clearance Center. “The Campus Guide to Copyright Compliance.” 2005. Copyright Clearance Center. 29 July 2005. <<http://www.copyrightoncampus.com/>>

Crews, Kenneth D. *Copyright Essentials for Librarians and Educators*. Chicago: ALA, 2000. [HCC Reference 346.0482 C927]

Russell, Carrie, ed. *Complete Copyright: an Everyday Guide for Librarians*. Chicago: ALA, 2004. [HCC Reference 346.0482 C737]

U.S. Copyright Office. “Copyright Law of the United States: Chapter 1, Subject Matter and Scope of Copyright.” 25 Jul 2005. 26 Jul 2005. <<http://www.copyright.gov/title17/chapter01.pdf>>