

# NORTHERN ILLINOIS UNIVERSITY LIBRARIES

## RESERVES SERVICES POLICY AND PROCEDURE

### **Purpose of Reserves Services**

The University Libraries Reserves Services Unit provides controlled access to limited portions of library-owned materials as well as personal copies that support classroom instruction. Access to Reserves items may be provided electronically, through Blackboard, or in print. Reserves materials include items that are essential to a course and may be in high demand. Materials are placed on Reserves at the request of instructional faculty only, and can include books and book chapters, articles, exams, quizzes, class notes, CDs, DVDs, video recordings, and other materials. Reserves are not intended to replace textbooks or course packs.

### **Copyright and Fair Use**

Reserves policy is based on the [United States Copyright Act of 1976](#). §107 of the Copyright Law specifies that it is a fair use to make a copy of a copyrighted work “for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.” This section further lays out the following four factors in order to determine whether the use of a work is fair use:

- (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.

A checklist is provided to assist the requesting faculty in determining whether a selection chosen for Reserves is likely to be fair use. It is recommended that the requesting faculty member review this checklist for **each** item being placed on Reserves, and the submission forms for Reserves has a box that must be initialed to indicate that the checklist has been reviewed. However, while it is recommended that the checklist be kept by the requesting faculty member/instructor for his or her own records, the checklist does not need to be turned in to the Reserves office.

Please note that the U.S. Copyright Law is subject to change. If it should, the library may have to revise this policy without advanced notice in order to stay in compliance.

## Policies for Reserves

### Print Reserves

The library will place all of its owned copies of a book title on Print Reserves when the faculty member requests that title. The faculty member may also place personal copies of book on Print Reserves. The University Libraries strive to safeguard all materials that are placed in the library; however, the Reserves Services Unit assumes no responsibility for loss or damage to personal copies. Personal copies are subject to library policy and will be given Reserves labels and Reserves call numbers, which will be affixed to the material. **Professors are required to sign a damage waiver upon submitting personal copy books.** Personal copies will be returned once the listed items are taken off of Reserves.

Copies of textbooks required for a course can be put on Print Reserves so long as they are provided by the instructing faculty member (see the above information regarding personal copies). The library is unable to provide copies of textbooks. Print Reserves may not substitute for the purchase of textbooks. Therefore, we limit one copy of a textbook on Print Reserves per 25 students.

In cases where selections for Electronic Reserves exceed 10%, the Reserves staff will contact the requesting faculty member to inquire whether the faculty member would prefer to reduce the selection or whether the entire work should be placed on Print Reserves.

The following may **not** be placed on Print Reserves: Books lent by other universities or libraries via interlibrary loan, course packets, or consumables (such as workbooks, which are intended for one-time use).

If requested items are not owned by NIU Libraries, those titles will be referred to the appropriate library subject specialist for possible purchase. Materials that have to be ordered will require extra processing time. Please consider loaning a personal copy before requesting that a book be ordered for purchase, especially if the item is needed for early in the semester.

**Before making assignments, please confirm that the items that have been requested have been made available in Reserves.**

### Electronic Reserves (E-Reserves)

Reserves will put up to 10% of an item on Electronic Reserves. If a larger percentage is desired, the requesting faculty member might consider placing the entire work on Print Reserves (for books).

A larger percentage of the work can go up if the requesting faculty member is the copyright owner, or if the requesting faculty member has obtained written permission from the copyright owner to post a larger percentage. Faculty members will need to provide a copy of the written permission letter in order to post items on Reserves. Please note that when written permission is obtained from copyright holders, that is on a one-semester basis. If the requesting faculty member wants to keep an item on Reserves longer than one semester, written permission will need to be obtained from the copyright holder again.

Links will be provided for material in the public domain.

The following may **not** be placed on E-Reserves: Readings available as course packs at the campus bookstore, consumables (such as workbooks), or unpublished works by anyone other than the requesting faculty member (unless the requesting faculty member has obtained written permission).

The Reserves Services Unit reserves the right to decline a request if we feel it violates our Copyright/Fair Use Policy.

### **Placing Readings on Reserves**

The procedure, forms, and deadlines for submitting readings can be found in the Reserves Processing and Maintenance Room (Room 139) of Founders Memorial Library or on the library homepage at <https://library.niu.edu/ulib/content/services/coursereserves/index.shtml>.

Requests are processed in the order that they are received. Lists submitted by the deadline are given the highest priority (deadlines can be found on the submission pages). Lists submitted after the deadline may require one to two weeks of processing time before the items can be posted.

Physical materials can be dropped off in Room 139 of Founders Memorial Library. Reserve reading requests can also be submitted on the standard form that is available from the Reserves Room for this purpose. The completed form may be mailed, faxed, or dropped off at Room 139, or the Reserves Desk in Founders Memorial Library.

Reserves material requests for the branch libraries should be sent to the appropriate branch library.

Please submit the course syllabus for each course for which Reserves items are being requested.

### **Submission Requirements for Print Reserves**

The most efficient way to place items on Print Reserves is to provide photocopies with the reading list. If the instructors are unable to provide photocopies, then the Reserves Unit staff will make one photocopy per item.

When providing photocopies, it is advantageous to maintain a consistent left or top margin of at least one inch to allow for binding.

Requests for photocopies must include accurate citations. Providing this will assist in the speedy processing in getting those items up on Reserves. For example, for books, please include NIU call numbers (if available), as well as the customary author, title, date of publication, and page numbers. For journal articles, please submit author, title of article, title of journal, volume and issue number of journal, date, and page numbers.

Photocopies and personal copies will be returned to the instructor when the items are taken off Reserves.

## Submission Requirements for Electronic Reserves

- Complete list of full bibliographic citations, including information for electronic sources, in the body of an email or attached as Rich Text Format or MSWord Format
- Complete set of readings in digital or print format
- Syllabus or readings assignment schedule (highly recommended)

## Format for Submission

- Paper – must be clean, one-sided, and not stapled; scanned by RPM staff in PDF format
- Online Source – Stable address to database, online journal, or other full-text source (if available)
- Digital – PDF as an email attachment, CD, or jump/flash drive

## Access

To have access to E-Reserves, faculty must request Blackboard for each course and section *every semester*. This can be done several months in advance, before the semester begins. **PLEASE DO NOT WAIT UNTIL THE FIRST WEEK OF CLASSES, AS THIS WILL DELAY ACCESS TO YOUR RESERVES PAGE.** You can obtain help for requesting Blackboard for your courses by calling ITS at 815-753-8100 or online at

<http://www.blackboard.niu.edu/blackboard/build/content/ereserves.shtml>.

Reserves staff will inform the instructor when the E-Reserves readings page has been posted and a URL will be supplied. Faculty must then activate the E-Reserves link on their Blackboard page and also set up the student access to the course. These instructions must be followed even if you do not plan to actively use Blackboard. Students gain access by logging into Blackboard and selecting the course. If they use the URL they will be asked to log in with their school ID and password before they can get to the readings page.

All scanned material will be saved in PDF format. Students will need to access the readings using an Adobe reader (see below).

For the purposes of copyright compliance, the electronic access of Reserves readings is limited to students officially enrolled in the course for which the readings are requested and is password protected. If something other than Blackboard is used as a homepage for the course, the assigned URL can still only be posted to students enrolled in the course using their NIU ID and password to gain access.

The link will be broken at the end of each semester.

---

**Accessibility for all students is important to the Reserves Processing Staff. Instructors are encouraged to inform us as soon as possible if any students require special adaptation for visual, mobility, cognitive, or learning disabilities.**