

How to place materials on physical reserve (hard copies)

Fill out online Reserve Request Form.

- Please include all information on the form
- Each item must be identified by a complete citation:
 - Author
 - Title
 - Date of Publication
- **Requests lacking any of this information will take longer to process, pending citation verification.**
- During peak periods processing may take up to a week, so please plan accordingly.

Appropriate types of material for paper (print) reserve

- Library books
- Personal books*
- Test files, lecture notes or solution files as created by instructor
- Copies of commercial course packs purchased by the instructor
- Textbook owned by the library or instructor
- Music/sound recording excerpt (up to 10 percent of whole work)
- Original copies of VHS or DVDs owned by the library or instructor

(We ask that instructors use e-reserves for book excerpts/chapters, articles, instructor created materials, and student papers)

Inappropriate

- Multiple chapters from, or more than 10 percent of, the same book**
- More than two articles from the same issue of a journal
- Commercially produced workbooks or instruction manuals with answer keys, or similar products that are excluded from the principles of Fair Use as designated by copyright law
- Complimentary copies of textbooks (sent from the publisher directly to the professor, and marked as free in some way)
- Materials lacking bibliographic citations or copies of the title page
- Materials borrowed from other libraries (interlibrary loans)
- Reference items, including periodicals and government documents
- Materials not in compliance with copyright law
- VHS or DVDs recorded from television or otherwise obtained without permission

- Music/sound recording comprising a performable unit (section, movement, aria, etc.) or more than 10 percent of a whole work (see [Educational Use of Printed Music-Copyright Guide for Music Librarians](#) for more information)

Processing time

- Typically, first come, first served; may, at the discretion of the library, be arranged to serve the largest number of students for the least effort
- For the first three weeks of the semester, plan for one week
- After the first three weeks of the semester, allow 48 hours
- In order to have materials available for student access on the first day of classes, materials need to be submitted one week prior to the start of the semester

*The library assumes no responsibility for damage to personal materials placed on reserve

**When possible, the library will purchase books to be used for reserve: this will require lead time to purchase and process the item. Please plan ahead.

Questions or Comments?

- Please contact Jennifer Cromer at 792-2829 or jjcromer@lcsc.edu