

How to place materials on electronic reserve

Fill out online Reserve Request Form

- Please include all information on the form
- Each item must be identified by a complete citation:
 - Author
 - Title
 - Item Title (if appropriate)
 - Journal name for an article
 - Book title for a book excerpt or chapter
 - Date of Publication
 - Volume, issue, page numbers (if appropriate)
- **Please include a copy of the title page for each item – we cannot process your items without this information**
 - **For book excerpts/chapters, please also include the reverse side of the title page, which contains copyright information**
- 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 materials for electronic reserves

- Full text articles (or links) from electronic journals or aggregators licensed by the Lewis-Clark State College Library
- Original materials created by the instructor where the instructor owns the copyright (test files, lecture notes, solutions files, syllabi)
- Book excerpt (single chapter or 10 percent) – the book **must** be owned by the library or the instructor
- Journal article
- Student papers with the permission of the student author
- Links to websites with materials that are covered under copyright law
- E-books owned by the library

Inappropriate

- Multiple chapters from, or more than 10 percent of, the same book
- More than two articles from the same issue of a journal
- Materials not in compliance with copyright law

- 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
- Student papers without written permission of the student author
- Links to websites that post materials that are not in compliance with the copyright law
- Materials lacking bibliographic citations or copies of the title page

Submitting materials in electronic format

- MSWord or PDF files are acceptable; please contact the library if you would like to use a different format
- File size is important: reduce size by scanning from clean copy (original preferred)
 - Large documents may be split into multiple parts
- Complete bibliographic citation (author, title, vol., no., yr., pp.) and title page required for copyright compliance
- Send to: alklone@lcsc.edu

Submitting materials for scanning

- Original copy is preferred or clean, single-sided copies (no marks, lines) to avoid large file size
- **A copy of the title page is required for copyright compliance – the library will not be able to process your reserve item until this information is received**
 - **For book chapters/excerpts, please also include the reverse of the title page, which contains copyright information**
- Bring to the library in person, or send to: alklone@lcsc.edu

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 two weeks
- 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

Successive use

- Materials can be used for two semesters under provisions of the Fair Use sections of the copyright law. Subsequent use requires that the library seek permission to re-use the item. In the event that permission are denied or deemed to be beyond reasonable costs, the library will contact the professor about securing different readings.

- The Library requests permission via the Copyright Clearance Center. The CCC gives or denies permission. If permission is obtained, the CCC determines cost, which is partially based on the number of students enrolled in the class.
- Acquiring permission to re-use items can take two weeks or longer, so please plan accordingly. The library will process e-reserves only **after** such permission has been gained.

Questions or Comments?

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