

Forsyth Library Reserve Policy

**Reviewed by Fort Hays State University Counsel, 27 June, 2005
For more information, contact Lacey Wegner, Forsyth Library, x4434**

What are Course Reserves?

Course Reserves allows instructors to reserve materials for students at the Circulation/Reserve desk, restricting use to the library for limited periods of time. We recommend that any materials in high demand be reserved for 30 minute, one hour, or two hour reserve. Reserving a book or article eliminates the problem of having an individual student hoard needed materials and it allows as many students as possible to check out the item.

What are Electronic Reserves?

Electronic Reserves allows off-campus digital access to materials that instructors may want to reserve. The student needs access to the internet, an FHSU Scatcat account, and the password provided by Circulation/Reserve to the instructor, to pass on to the class.

What is the reserve policy?

- 1. A book, article, film or other material to be used in the class at the last minute on the inspiration of the instructor may be placed on reserve for a semester on a one-time basis; however, faculty are encouraged to submit materials as early as possible if they plan on using the materials from one semester to the next.**
- 2. ALL individual articles or films that have already been put on reserve in earlier courses must have a signed copyright permission in place from the owners (publisher or author(s)) if the item is to remain on reserve. Because it is necessary, in order to comply with the law, to have the permission in place for any subsequent semesters in which faculty plan to use the item, faculty are asked to complete a Reserve or E-reserve form, available at Circulation/Reserve.**
- 3. Note: Forsyth Library follows the customary guidelines in requiring that permission usually be renewed each semester. There may be exceptions, particularly for Video on Demand; please check with the Circulation/Reserve Manager.**
- 4. If an item has not been on reserve for a while, faculty may request this permission form, get permission themselves, and submit it with a request to place the materials on reserve. There is a downloadable form at <http://www.fhsu.edu/forsyth_lib/copyright/permission.shtml> and a checklist on how to get permission.**

- 5. Faculty also have the option of requesting Forsyth Library Circulation/Reserve permissions service to complete the permissions paperwork for them, with the understanding that faculty sign any request forms prepared for them, taking responsibility for the request. The faculty member or the department in which the faculty member works will have to decide whether to take on the payment.**
- 6. Forsyth Library shall restrict access to Electronic Reserves or Video on Demand to students enrolled in the course(s) that use the item.**
- 7. Once the item is placed on Electronic Reserve or Video on Demand, the Circulation/Reserve Manager shall assign a password to the faculty member, instructing (him/her) to give the password to (his/her) students.**
- 8. The library shall also provide a pop-up message on compliance with copyright law to which the student accessing the material must agree or access will be denied.**
- 9. All digitized copyright-protected material shall be stored by the library in a secure place.**