

RESERVE POLICY
University of Central Oklahoma Library
December, 2008

To place a book or periodical article on reserve in the reserve room of the UCO Library, the items must be accompanied by a completed and signed Request to Place Book or Article on Reserve form from the faculty member. The library complies with the Copyright Law of the United States specifically TITLE 17, UNITED STATES CODE, in the placing of material on reserve. In brief, the Copyright Law states:

- ◆ Title 17, United States Code governs the making of photocopies or other reproductions of copyrighted materials.

- ◆ Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction.
 - Photocopy or reproduction is not to be used for any purpose other than private study, scholarship or research.
 - If the user makes a request for or reproduction for purposes in excess of “fair use”, that user may be liable for copyright infringement.

- ◆ The following criteria is also followed for placing copied material on reserve:
 - Whichever comes first:
 - Only two chapters per book or two articles per journal issue.
 - Only twenty percent of the book or journal.
 - Only fifty pages of the book or journal.

Further information: We reserve the right to refuse to copy workbooks and solution manuals or have copies of chapters added to reserve, as they are publications designed for one person’s use.

Any publication over 75 years old can be copied in its entirety.

Reserve material should be limited to required readings only.

Reserve Department is not responsible for wear and tear, or marking of personal or departmental copies. However, we will add sensors to material if the professors request it.

Books owned by the library may be placed on reserve for only two consecutive semesters. Books owned by a professor may be put on reserve for consecutive semesters or until further notice. However, the library is not responsible for wear and tear resulting from the use of such materials, nor is the library able to replace personal copies of books if they should be lost (faculty may request that their library liaison purchase replacement copies of lost materials *to be owned by the library* from the materials budget available to that department).

Periodical articles can be placed on electronic reserve for one semester only without the permission from the copyright holder. The instructor is responsible for obtaining permission from the copyright holder. Paper copies of articles will be maintained for archive purposes for the semester only. Print copies will not be available for circulation unless requested.

The library will return material to the professor if the library has not received written permission from the copyright holder by the second week of the second semester it is on reserve.

**When the material is removed from reserve, what do you want done with it?
Please choose one.**

_____ **Will pick up within 4 weeks from the end of the semester**

_____ **Library will return material via campus mail to address below**

_____ **Library will deliver material to campus address below**

_____ **Library can dispose of material**

I understand the UCO Library Reserve Policy:

Print Name: _____

Signature: _____

Date: _____

Office Address: _____