

SMU Fondren Library: Faculty Guide to Reserve

The reserve service in each SMU Library assists professors by making available to the greatest number of students those required materials that must be used intensively for a short period of time or repeatedly throughout the semester. The following reserve policies are observed at the Fondren Library. For specific policies at other libraries, contact that library's Main Desk.

To insure that materials are available in advance of the assignment, allow five business days for processing the reserve items during peak times, and two business days routinely. Requests are processed in the order of receipt. If a book needed for reserve is not owned by SMU, you must initiate an order through your subject liaison librarian. Please indicate that the item is needed for current reserve and allow a reasonable amount of time for ordering and processing.

Putting Materials on Reserve

There are 3 options to get started:

1. Complete the online form at <https://www.smu.edu/libraries/fondren/services/faculty/course%20reserve> or
2. Print the appropriate form from <https://www.smu.edu/libraries/fondren/services/faculty/course%20reserve>, fill it out and bring it to the Fondren Library Main Desk or
3. Stop by the Fondren Library Main Desk to pick up a copy/copies of the form(s). Complete the form and return it to the Main Desk.

If you are putting personal books or photocopies on reserve, please bring these items to the Main Desk with the form. If the form was filled out online, please bring the personal items or photocopies to the Main Desk. Also, please make sure your name and the name of the class for which the items are intended is included with the items. Please note: personal copies placed on reserve are subject to the same security and the same risks as library property. Personal copies do not circulate outside the library unless specified by the faculty member.

Important: Please make sure evidence of copyright compliance is provided as needed and necessary by law. See Copyright section for more information.

If a book needed for reserve is currently checked out (as indicated in the library catalog), a recall can be placed on the item.

If an item from another campus library is needed for reserve, staff will handle the transfer for reserve from the appropriate library.

Neither e-books nor online articles may be placed on course reserve. Instead, please use permalinks in Canvas, and contact your librarian for assistance. For more information on Canvas, contact the OIT Help desk (help@smu.edu).

Photocopies on Reserve (special procedures)

You must use the reserve forms provided by the library and sign the copyright compliance statement (see copyright section). If completing the online form, you will be required to read and acknowledge the copyright compliance information.

You are responsible for providing the photocopies or PDFs of the article. The complete bibliographic citation (journal title, author, article title, volume, date and pages) must appear on the reserve form and on the margin of each copy's title page. Articles obtained via ILL are for your own personal use and may not be placed on course reserve unless you have gained permission.

Photocopies placed on reserve without evidence of permission from the copyright owner will be retained for one semester only and returned to the faculty member at the end of the semester. The same is true of an electronic copy placed on reserve: if there is no evidence of permission from the copyright owner, the reserve will be removed after one semester. Use of the same material in the next or subsequent semesters will require written permission from the copyright owner or fee payment to a copyright clearance center.

Please note: Only one chapter from each book requested or one article from each journal volume may be put on reserve. Please limit chapters/articles to around 10% or less of the entire work.

Loan Period and Fees

Photocopies have a 2 hour in-library use only policy. Books may be placed on reserve for 3 hours use in-library, 1 day, or 3 day loan periods at your discretion. Media items have a 3 hour in-library use only policy. Fines for overdue course reserves are \$1 an hour.

Copyright

The copyright law (Title 17 U.S. Code) which governs photocopying and other reproductions of copyrighted materials includes a fair use section (§107) which permits exceptions for educational purposes, but does not allow unlimited copying, even in an educational setting. Materials placed on reserve must include on the first page the complete bibliographic citation. Photocopies placed on reserve without evidence of permission from the copyright owner will be retained only one semester and returned to the faculty member at the end of the semester. Use of the same photocopied material in the next semester or subsequent semesters will require written permission from the copyright owner or payment of fees to a copyright clearance service such as the Copyright Clearance Center (<http://www.copyright.com>). If you have questions about copyright, please ask.

Removing Materials from Reserve

At the end of each semester, all photocopies that do not have copyright clearance for the following semester will be removed from reserve. Library books, personal books, and media will be retained only if you advise the reserve staff that the materials will be needed the following semester. If you want materials to remain on reserve, please notify the course reserve coordinator.

Course Reserve Database

Items placed on reserve should be available in the library search tool within 15 minutes of being entered into the system. There will also be a binder located at the Main Desk with course reserve information (professor, class, items on reserve for the class) available for student use.

Electronic course reserves should be available in the library search tool within 15 minutes of being entered into the system.

Questions? Contact:

Fondren Library

phone: 214-768-2329

email: fondcirc@smu.edu