TO: All Faculty Members

FROM: Lori Locke, ODY Library, x5170
       Melissa Burchard, Launders Science Library, x5400

SUBJECT: Course Reserves - Non Electronic Materials
          {books /chapters / articles / media}

For those of you who wish to place books, chapters, articles or media on course reserve for your classes, it is again time to supply us with those materials. In order to process these items as quickly and accurately as possible, please review the policy for placing material on reserve (attached). The policy outlines what is expected from you in order to comply with U.S. copyright law.

Please complete a reserve request slip for each new chapter, article, book or media item. We do not need one for previously used readings in folders. When placing books on reserve, simply fill out the slip, pull the books from the stacks and give to us at the circulation desk. Also, if you wish, submit a copy of your course syllabus. It can be helpful in processing the reserve materials.

Please allow a minimum of three working days for processing reserve materials. All reserves are processed in order of receipt. When your reserves are available for checkout, you may view them from the library home page http://www.stlawu.edu/library. Click on 1) yellow box course resources and reserves 2) then choose course by title, 3) click here to see listings and check availability.

Also, when submitting photocopied chapters/articles, it is most helpful to check your readings for missing pages before submitting to the library.

As always, please feel free to contact us anytime with course reserves questions.
Policy for Placing Material on Course Reserve (non-electronic)

I. All reserves are processed in order of receipt. At the beginning of the semester, please allow up to three (3) business days to process your material. At less busy times, we can normally process your material the same day. If you submit your request at least two weeks before classes start, we will accept requests to get books from the stacks. Please provide the call number on the request form. We do accept personal copies to be placed on reserve. However, please note that the libraries cannot accept responsibility for lost, stolen or damaged copies.

II. A request form must be filled out for each item being put on reserve. Please provide the appropriate information according to type of course material. Additional copies of the form are available at the circulation desk, or you may photocopy the form for your own use. Items submitted without the information listed on the request form will be returned. We use this information for copyright permission purposes and to create a complete citation record.

III. SLU periodicals and course packs cannot be placed on reserve. You may break up the course pack and place individual articles on reserve.

IV. According to the U.S. Copyright Law (Title 17 US Code), you may place only one photocopy on reserve for every 10 students in your class. If you exceed this recommendation, or wish to photocopy more than 10% of a book, we are required by law to write for copyright permission. The information on the request form, correctly filled out, will enable us to write for permission. Generally, the publisher grants copyright permission but charges a fee. If permission is refused, or the fee is very high, we will notify you and try to make other arrangements. Some alternatives to having to obtain copyright include:

   a. If you only need two copies, you can place one photocopy and the entire book on reserve.
   b. Instead of photocopying more than 10% of a book, place the entire book on reserve. If you need multiple copies, the library may order additional copies of the book.
   c. Limit the number of photocopies to one per every 10 students in your class. (i.e., 11-20 students = 2 copies)

V. According to the U.S. Copyright Law, reserve materials are not intended to take the place of a textbook. Please limit the use of reserves to supplemental readings only.