



SUBJECT: Library

Policy: 903.1 Reserve Materials

Effective:

Revised: March 2011

Reviewed:

At the Great Falls College Weaver Library, there are books, copies of articles from periodicals, videotapes, and other materials that faculty members have reserved in print or online to support course work. Because these materials are in high demand, they may be used for limited amounts of time. The circulation period is determined by the instructor placing the item on reserve. Faculty will be notified at the end of every semester to review materials. Electronic reserve materials are saved and made available online via the College's learning management system, Desire2Learn. All materials on reserve are listed in the library catalog.

Circulating Reserve materials:

1. To retrieve an item, find the OR number and bring it to the circulation desk.
2. A current Great Falls College MSU Student ID is necessary to check out reserve materials. A Student ID can be obtained from Student Services.
3. Reserve items check out for the amount of time set by the instructor. This time period is indicated on each item. Materials marked *LIBRARY USE ONLY* may not leave the library.
4. Checkouts are limited to 3 items per patron.
5. It is the responsibility of the borrower to return reserve material on time. Keeping a reserve item beyond the specified time may prevent other students from reading required material and is regarded as a serious academic offense. For this reason, fines for overdue reserve items are high:
 - Fines for materials that circulate for 2 hours are \$2.00 per hour/per item, up to a daily maximum of \$14.00, until the item is returned.
 - Fines for materials that circulate overnight or longer are \$2.00 per day/per item, up to a daily maximum of \$14.00, until the item is returned.
6. Renewing reserve materials is not allowed.
7. Borrowing privileges will be suspended if your library fines accrue to \$25.00 and your bills will be transferred to the Business Office. At the end of each semester, all unpaid fines are sent to the Business Office. The Business Office will add the amount due to your student account and may withhold transcripts and other College services from you until the amount is paid in full.

Electronic reserve materials:

1. To access electronic reserve materials, follow the online registration directions at:
<http://library.gfcmsu.edu/ElectronicReserves.html>



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2. Guidelines for submission and file maintenance:
 - The preferred format for submission of materials is PDF and file size is limited by the parameters of the D2L course management system.
 - The library staff will provide assistance to faculty needing help converting files.
 - If paper copies are submitted, please allow 2-3 business days for materials to be scanned and uploaded to D2L.
 - Original copies of materials will be returned to the rightful owner upon completion.
3. The library staff will retain files on D2L for 2 years unless otherwise notified by faculty.
4. At the end of the semester all files that have not received publisher permission will be removed from the system.
5. Access to e-reserves is limited to students enrolled in classes and protected by password.
6. Students have the right to make one copy of material placed on e-reserve for their personal academic use. All e-reserve items will be prefaced with a notice that the work is protected under copyright law.

The Weaver Library adheres to copyright law as expressed in Title 17 U.S.C. The same principles that govern traditional reserves apply to electronic reserves. The library only places material on e-reserve if it conforms to the principles of fair use as outlined in Section 107. Each item will be judged according to the following criteria to determine whether it conforms to the fair use principle: (a) the purpose and character of the use; (b) the nature of the copyrighted work; (c) the amount of the portion used; (d) the effect of the use on the market for the work.

In general, the library can place one article from a journal issue or one chapter from a book without seeking copyright clearance. Any request for multiple chapters or articles from a single issue will require permission from the publisher before being placed on e-reserve. It is the responsibility of the instructor requesting the reserve material to seek permission from the publisher if the amount of material from a book or journal issue exceeds this standard

Please contact the library staff at 771-4398 with any questions or concerns.