

## **Memorial Library Reserves Services Policies**

### Introduction

Memorial Library Reserves provides access to supplementary course materials in support of teaching and learning at SUNY Cortland. Items are placed on reserve at the request of the teaching faculty member. . In addition, other materials for committees and other work of the college may be put on reserve. All materials in the library's reserves are in compliance with college policy, state and federal laws.

### Definitions

Traditional Reserves consists of items in physical format such as books and CDs. Typically, items placed on reserve are owned by Memorial Library or individual faculty or staff.

Electronic Reserves or eReserves are those reserves and links found in digital format and accessed through the campus network. Currently, Memorial Library uses Docutek ERes which is accessed through the Library Tab on MyRedDragon.

### Methods of Access

Access to print reserves requires a valid SUNY Cortland I.D.

Access to electronic reserves for a particular course is limited to a student with a valid SUNY Cortland I.D. and is enrolled in that course and have received course specific passwords from their instructors. Electronic reserves specific to one course are not available to student in other courses, and no electronic reserves are available to the general public.

### Copyright and Fair Use in Relationship to Reserves

The policy governing reserve materials is based on the provision of fair use of the United States Copyright Act of 1976. Section 107 expressly permits the making of multiple copies for classroom use. In determining fair use, there are four factors to be considered:

- Purpose: the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- Nature: the nature of the copyrighted use;
- Amount: the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- Effect: the effect of the use upon the potential market for or value of the copyrighted work.

In the practice of photocopying and/or digitizing works for the purpose of placing them on reserve, either in print or electronic format, Memorial Library complies with these four fair use factors, and adheres to the following practices:

- Course reserves will be processed for SUNY Cortland courses only
- A valid I.D. will be required for accessing materials
- All materials placed on reserve will be at the initiative of faculty and solely for non-commercial, educational use by SUNY Cortland students
- Material will be made available only for the semester the class is being taught
- There will be no charge to students to access the materials, however the student may be charged for copies

- Materials to be copied or scanned for electronic reserves that are not owned by the library will be purchased as appropriate.
- Books obtained through interlibrary loan will not be put on reserve
- A Copyright notice will be placed on all digital and/or photocopies to be used for reserve material.
  - The notice will include these two elements:
    - ©year of first publication, name of copyright holder, and a full bibliographic reference (author, title, journal title or book title, book publisher and date).
    - “The copyright law of the United States (Title 17 US Code) governs the making of photocopies and other reproductions of copyrighted materials. Users may be liable for copyright infringement. This notice will appear on the first screen in the ERes system and individual users will accept this liability prior to being allowed access to the materials.
- Memorial Library retains the right to:
  - Determine if material will be placed on reserve
  - Make the final determination if copyright permission or payment of royalties is necessary
- SUNY Cortland faculty are responsible for making the initial good faith determination of fair use and acknowledging copyright compliance when making requests to place an item on reserve; SUNY Cortland faculty are responsible for obtaining permission or paying royalties as appropriate.
- Whether the library owns the item or not, the library will not copy or scan:
  - An entire book
  - An entire journal issue
  - Amounts that exceed the essence of the work
  - Works intended to be purchased by students for course work, such as textbooks, course packs, workbooks, exercises, solution manuals, standardized tests or test booklet and answer sheets
  - Student papers without written permission from the author granting such permission and waiving privacy rights

The electronic scanning of copyright-protected works for library reserves services is an unsettled area of the law which may be addressed in future revisions of copyright law or through adjudication. Memorial Library will monitor these developments which may affect the fair use analysis of electronic reserve services to ensure that library services are in compliance with the letter and spirit of the copyright law.

#### Lost/Damaged Items

The library is not responsible for loss or damage of personal items damaged or lost while on reserve.

Library staff will be the mediator for attempting to recover overdue material. The library will accept replacement copies with the permission of the instructor/owner.

#### Confidentiality

Privacy of all users shall be respected in compliance with federal and state laws and professional standards. All library records relating to an individual patron's use of the library and its resources are confidential.

### Procedures

Faculty will use the reserves form in Docutek . The processing time for Reserves is two weeks. Reserves are processed in the order they arrive. There is a limit of no more than 25 reserve items per course. Faculty requiring more items, should contact Lou Anne Simons ( [louanne.simons@cortland.edu](mailto:louanne.simons@cortland.edu)).

#### *Submitting Items: Traditional Reserves*

If the library does not own a book or item you need for reserve, please submit a request to your subject bibliographer. It may be possible for the library to purchase the material in time for your course reserves. The library does not generally purchase text books for Reserves or the collection. Instructors will be notified when items purchased for Reserves arrive.

#### *Submitting Items: Electronic Reserves*

Faculty are expected to provide hyperlinks to articles that are in Memorial Library databases Articles from our databases will not be scanned. Articles that are not in databases must include a complete citation on the first page. Photocopied reserve items will not be processed without this information.