



Faculty Instructions for Course Reserves

Traditional Course Reserves Guidelines:

Reserve materials are high use items needed by students for class work and are typically loaned for short periods of time. Books, DVDs, computer software, and other physical items may be added to the traditional reserve collection. Reserve items may include personal items or items from the Alverno Library collection.

Please note: Traditional reserve items are for **STUDENT USE**. When faculty borrow reserve items, they should return them promptly.

The following items may not be placed in the physical reserve collection:

- Items owned by another library.
- Items that are not copyright compliant (e. g. bootleg copies).

Submitting materials for Reserve:

- Items should be delivered to the Alverno Library and accompanied by a completed Reserve Request form (the form is available in the library and [online](#)).
- Items may be placed on reserve for a maximum of two years.
- Please allow library staff 48 hours to process reserve requests.

Electronic Reserves Guidelines:

Electronic reserve items are digital copies that are made accessible online through the Alverno Library's website. Items can include scanned pages from a book and journal articles.

Restrictions apply for copyright protected materials: Based on federal Fair Use guidelines, there are limits on permissible amounts and duration. The [Fair Use checklist](#) will help you determine if a use is permissible under federal copyright law.

The library applies the following guideline for adding digitized pages of a book to electronic reserves:

- For books with 10 or more chapters, one chapter may be added to electronic reserves.
- For books with less than 10 chapters, 10% of the book may be added to electronic reserves.

Submitting materials for Electronic Reserve:

- Documents should be photocopied and delivered to the Alverno Library. Or, instructors may email digital copies directly to the [Course Reserves librarian](#). A completed [Reserve Request form](#) must also be submitted.
- For documents available in an Alverno Library database, instructors are encouraged to provide access through Moodle (rather than Electronic Reserve) using the document's persistent (permanent/stable) link.

The Alverno Library reserves the right to refuse a Reserve request if, in its judgment, fulfillment of the request would involve violation of copyright law.