

North Central College Library Services
Collection Guidelines
Reserves Collection

Selection Criteria

The library provides access to reserve materials that support specific courses or programs. The following guidelines must be followed.

1. Books

Single or multiple copies of the following books may be placed on reserve:

- Books from the library's permanent collection
- Faculty member's personal copies of books (placed at owner's risk)

Reprints and preprints are treated as books. Books may be placed on reserve for more than one term.

The library will not place the following books on reserve:

- Books obtained through interlibrary loan (prohibited by the Interlibrary Loan Code)
- Books owned by another library

2. Photocopies

Single copies of the following photocopies may be placed on reserve for a period of one term. These items will not be placed on reserve for subsequent terms unless the faculty member provides the library with written permission from the publisher.

- One chapter from a book
- One article from a periodical or newspaper (multiple articles from the same issue must have copyright approval before they can be placed on reserve)
- One short essay or short poem per book or per periodical issue
- One chart, graph, diagram, cartoon, or picture per book or periodical issue

Up to three copies of a photocopy may be placed on reserve if appropriate copyright permission has been obtained, or if the item is an original work that is not protected by copyright laws. All photocopies must carry a notice, applied by the library, that the material may be protected by copyright law.

The library will not place the following photocopies on reserve:

- Pages from copyrighted works intended to be "consumable" in the course of study or teaching, including workbooks, exercises, standardized tests, test booklets and answer sheets
- Photocopied anthologies or course packets will not be accepted for reserve unless full copyright clearance has been obtained for each excerpted item by the compiler of the anthology or packet

3. Student Reports/Projects

- If the student report/project contains any multi-media components (non-print), the report/project **must** comply with the *North Central College Educational Multimedia Fair Use Guidelines*
- Student reports/projects that contain supporting documentation (such as journal articles, book chapters, etc.) that consists of copyrighted materials must adhere to the following guidelines:
 - Each student report/project must be in a separate folder. Each document within the folder must be stapled together. Materials cannot be in binders or bound.
 - All copyrighted materials must be clearly labeled with the full citation on the front page.

3. Instructional Media

The following instructional media materials may be placed on reserve:

- Media from the library's permanent collection with full copyright clearance
- Faculty member's personal media with full copyright clearance (placed at owner's risk)

These materials may be placed on reserve for more than one term.

The library will not place the following instructional media on reserve:

- Media owned by another library
- Rented media
- Personal media without full copyright clearance

All multimedia items to be placed on reserve must comply with the *North Central College Educational Multimedia Fair Use Guidelines*.

Retention

Materials may be on reserve only for the length of time specified in this document. After that date, all reserve materials will be returned.