

# Chester Fritz Library – Access Services

## RESERVE AND E-RESERVE POLICY AND GUIDELINES

Revised 8/16/06

*Access Services will comply with all copyright laws and regulations. For details on copyright, please see **our copyright and fair use information** page.*

- A Reserve Request Form should be submitted to the library staff **at least one week before** an assignment is announced to the students at the beginning of the semester.
- Materials are processed in the order in which they are received. Once the beginning-of-semester rush is completed, the time required to process reserve requests may lessen according to the volume of requests.
- Processing times may be longer for Electronic Reserves than for print, due to publisher and copyright denials or prohibitive expenses.
- Reserve Request Forms must be submitted once each semester to place items on reserve.
- See Library Course Reserves Website:  
<http://www.library.und.edu/services/coursereserves.jsp>

### **In-House** (Books, BHS, DVD, CD\_ROM, etc.)

- Access Services will bill patrons for any lost or stolen reserve materials.
- All reserve materials will be secured, barcoded and labeled.
- We recommend that book jackets be removed from personal copies.
- No Interlibrary Loan item can be placed on reserve.

### **Electronic** (Photocopies, URLs, etc.)

- The total number of students in the class must be stated for copyright reasons.
- All photocopied material will be placed electronically, pending citation and copyright clearance.
- Submit a separate reserve form for each photocopy submitted.
- A full citation must be submitted on the reserve form
  - **Books**, under copyright law, are limited to one chapter, not to equal more than 10% of the total book. Along with the citation, submit a copy of the verso page (the page with publisher and copyright information), usually found on the reverse of the title page.
  - **Photocopies** must include Journal title, Article title, volume, year, and author.
- Photocopies must be clear and high quality. Light or smudged print will not scan well.
- Documents may be single or double-sided copies.
- Articles submitted in landscape format will appear sideways on the screen.
- All course pages will be password protected. The password will be sent to the faculty after items are added to electronic reserve. It is the faculty's responsibility to provide this password to the students. To comply with copyright guidelines, passwords will NOT be given out at the Chester Fritz Library.
- Students may access electronic reserves from the library home page, or from <http://docutek.odin.nodak.edu>.

Send comments or questions to Access Services at [access.services@und.nodak.edu](mailto:access.services@und.nodak.edu)