



GUIDELINES FOR PLACING MATERIALS ON LIBRARY RESERVES

- 1. Determine if this material can be placed on Library Reserves.**
 - Only circulating copies of library materials may be placed on reserves. For example, entire issues of periodicals or reference books may not be placed on Library Reserves. (A personally owned copy of these items may be placed on reserves, but the library's copy cannot.)
 - Only items owned by the faculty member, a Biola department, or the Biola Library may be placed on reserves. Items that have been rented, checked out from another library, or borrowed through Interlibrary Loan or LINK+ may not be placed on Library Reserves.
 - All Biola Library materials must be retrieved from the shelves by the submitting department or individual and brought to the Reserves desk for processing. A Reserves Request form must be submitted with all materials.

- 2. Determine if you need permission from or need to pay royalties to the copyright holder to place this material on Library Reserves.**
 - See COPYRIGHT REQUIREMENTS REGARDING MATERIALS PLACED ON LIBRARY RESERVES form.
 - Do not submit Coursepacks or Course Readers to be placed on Reserves. Such materials should be processed through the Biola Bookstore where copyright clearances may be obtained and issued. The exception is one personal copy that is owned by the faculty member may be placed on Reserves.
 - Faculty members are responsible to obtain copyright clearance permission for materials that will be used repeatedly by the same instructor for the same class.
 - The library will accept all materials submitted for Library Reserves with the assumption that the faculty member has conformed to the Copyright Law. However, if in processing materials, it is obvious that copyright law has been violated, the Reserves Supervisor will contact the faculty member and will not place the material on reserves.

- 3. Include a bibliographic description on the front of each reproduction or unpublished manuscript submitted for Library Reserves (whether permission is required or not).**

The citation should include:

 - name of the author/editor/producer/director
 - the title of the book, essay from an edited work, or media item AND EITHER
 - the title, date, volume, issue, and pages of the journal OR
 - the title of the book, place of publication and the publisher, and the date of the copyright
 - If the item is an essay/chapter in an edited work, it must also include the page numbers on which the essay/chapter appears
 - If permission is required or royalties have been paid, a statement of permission must also appear on each reproduction. ["Reproduced with permission from NAME OF COPYRIGHT HOLDER."]

- 4. You may request an electronic copy of a document or a digital media file to be placed on E-Reserves.**
 - Limit materials for E-Reserves to single articles or chapters; individual charts, graphs or illustrations; or other small parts of a work; a small part of the materials required for the course; copies of materials that a faculty member or the library already possesses legally (i.e., by purchase, license, fair use, etc.).
 - Include any copyright notice on the original submitted for E-Reserves with the appropriate citations and attributions to the source.
 - Access to E-Reserves will be limited to students enrolled in the class via a Course Password that will be emailed to you as the instructor of the course.
 - If an E-Reserve of an article is requested on the Reserves Request Form, the library will scan the article. Scanned articles will be available in PDF format. 1-2 paper copies may also be placed on Reserves if submitted by the faculty member.

- Documents submitted should be clean, neat copies printed on white paper, with all staples removed.
- Digital media (audio, video, or e-book files) submitted for E-Reserves may be submitted by emailing the requested files to the Reserves Supervisor. The library is unable to make digital copies of physical media. Acceptable formats for digital media include: Images: BMP, GIF, JPG, PNG, TIFF; Audio: MP3, WAV; Video: AVI, MOV, MPEG; Text: DOC, PDF, PPT, TXT
- Copyrighted Materials submitted for E-Reserves may be placed on Reserve for a short period (maximum of 1 semester/session). Such materials will be removed at the end of this period.
- Faculty members are responsible to obtain copyright clearance permission for materials that will be used repeatedly by the same instructor for the same class.

5. Complete the LIBRARY RESERVES REQUEST form and submit it with any photocopies, faculty owned materials or Biola Library materials to the Library Reserves Desk.

Submit a separate LIBRARY RESERVES REQUEST form for each course.

- Forms are available at the Library Reserves Desk or can be sent to you via e-mail. You may also find them under **Course Reserves** on the Library website: library.biola.edu

Requests must be resubmitted each semester.

- We remove all reserves materials at the end of each semester and return your personal books and reproduced materials back to you. Library materials are returned to the shelves. **There is no such thing as "permanent reserves."** If you wish to put certain materials on Library Reserves for another semester, please contact the Reserves Supervisor before the semester ends.
- If a faculty member intends to put a library-owned book on reserves for more than one semester, and the library owns only one copy of the book, the department should order a second library copy or submit a personal copy so that one copy will be available for checkout.
- Submit only materials that are required reading by a large number of students for a short period of time.

Please provide the following information on the request form:

- Fill in the Author and Title columns for each item.
The title listed on the course syllabus should correspond with the title on the copy/item that is submitted and the title on the Reserves Request Form.
- Fill in the Reserves Code you desire for each title: NL, 2hr., 24hr., 2 day, or 1 week.
- Fill in the Copies column only for items that you are supplying.
- If the item is an article, indicate whether you would like an electronic copy available.
- Please include both the Course Number and Course Title on your request form.
- **Total number of books/media items submitted should not exceed 5 copies/items per title. If an E-Reserve is requested, no more than 2 paper copies may be provided by the faculty member.**
- Submit the LIBRARY RESERVES REQUEST form and all materials at the Library Reserves Desk.
- Requests cannot be accepted over the phone.
- Forms can be submitted via e-mail **ONLY** when pdfs are also sent.
- Please be sure your name and department are included inside the front cover or on the front of any personal/departmental books or media.
- If you want to place book excerpts or periodical/journal articles on Reserves, you must furnish the library with the photocopied material, or email the pdf copy. Please submit only copies that conform to Copyright laws for reproducing materials.

Submit your request at least two weeks before the beginning of the semester.

- Requests are processed in the order in which they are received. If items are not submitted with two weeks' notice, please contact the Reserves Supervisor to verify that your requests have been processed before you assign the readings.
- You will be contacted if there are materials on your request form which are not available or which the Library does not own.
- **IMPORTANT! Please allow 5-7 working days for Reserve materials to be processed.**

For assistance with Reserves, please contact:

*Kathy Spicer, Reserves Supervisor - kathy.spicer@biola.edu
ext. 5602 or (562) 903-4835*