



Course Reserve Services: A Guide for Faculty

Owen Library maintains a Course Reserve collection to support the university's academic programs. Books are placed in the Reserve collection at the Circulation Desk and circulate to students for shortened loan periods. Photocopies and documents, such as sample exams, syllabi, readings, lecture notes, and articles may be placed on Reserve at the Circulation Desk or scanned for Electronic Reserve for access in PITTCat+, the online catalog.

The University Library System's policy for Course Reserve Services is derived from the fair use guidelines of the United States Copyright Act of 1976 (17 U.S.C. Section 107) and the University of Pittsburgh Policy #10-04-01.

When to Submit Course Reserve Requests

To assure availability of material for the first day of the term, please submit requests two weeks prior to the start of classes. Materials being submitted for E-Reserve need to be submitted one month in advance.

When Materials will be Available on Reserve

Faculty Reserve Lists are processed in the order they are received. Requests submitted during the first weeks of classes may be delayed due to the larger volume of Reserve processing at the beginning of each semester. At the end of the term, materials are taken off Reserve and all photocopies are returned to the instructor.

Please make sure your materials are on Reserve before making assignments. You can do this by searching by your name (instructor's name), department, or course number under "Course Reserves" in PITTCat+ to confirm Course Reserve materials are ready for students to check out or view online. Reserve material processed before the start of the term will not appear in PITTCat+ until the first day of the term, as given on the Registrar's calendar.

Electronic Reserve documents can be viewed on campus at public access workstations in the libraries, campus computer labs, and PCs connected to the campus network.

What to Place on Course Reserve

The Library will place on Course Reserve a maximum of sixty titles per course, regardless of format. Only one excerpt (or 10%) of each source text, whichever is less, can be placed on any one Reserve list.

The standard loan period for Course Reserve material is two hours, in-library use only. However, an instructor may also designate a one-day, three-day, or seven-day loan period for Reserve material.

Books

Including call numbers on the [Reserve Request Form](#) will ensure that your request is processed in a timely and accurate manner. Books available elsewhere in the ULS may be requested by contacting the Circulation Desk. If a book is not available in the University Library System, we will attempt to purchase it in a timely manner, upon request. Please allow a minimum of four to six weeks to order, receive, and process new books for Reserve.

Personal Copies

We will place personal copies on Reserve, but cannot be responsible for loss or damage. Personal copies will be returned to the instructor at the end of the term unless other arrangements are made.

Course Packets

We will place course packets on Reserve, provided permissions to reproduce copyrighted articles have been obtained for the current semester and are bound in the course packet. Course packets are not eligible for scanning as E-Reserves.

Journal Articles and/or Chapters in Books

Make photocopies of journal articles and chapters in books for Course Reserve and bring copies directly to the Library or send via campus mail. Copying should not exceed the limits of fair use (see "Copyright Guidelines").

On request, photocopied materials will be scanned and made available electronically as PDF documents in PITTcat+. Please allow up to four weeks for processing. Reserve staff in Hillman Library on the Oakland campus will scan individual articles and book chapters.

In the event an item must be available immediately, a photocopy of the item can be placed temporarily on Reserve at the Owen Library Circulation Desk until it becomes available electronically.

In order to reproduce your articles in the best possible manner, please submit clean copies with as few marks on them as possible and printed on a standard 8.5" x 11" paper. Single-sided copies scan faster. If an article is available from one of the ULS' [electronic journals, books, or databases](#), please provide the URL address and we will link directly to the e-version. There is no need to print out a copy.

Media

Audiovisual materials in the Owen Library collection may be placed on Course Reserve. The standard loan period is four hours, in-library use only. **Instructors wishing to guarantee the availability of audiovisual materials for classroom use may also utilize this service.**

How to Submit Course Reserve Requests

Click on the appropriate Reserve form.

- For books and audiovisual materials: [Owen Library Course Reserves Request Form](#) (online)
- For articles and book chapters: [ULS Article and Book Chapter Reserve Form \(PDF\)](#)
- For E-Reserves: [ULS Electronic Reserve List Form \(PDF\)](#)

Please fill out the form completely and use one form for each course. The online Owen Library Course Reserve Request Form may also be printed out. Print forms may be submitted with the item at the Circulation Desk or sent via campus mail to Owen Library (Attn: Course Reserves).

Copyright Guidelines

The University Library System's policy for reserve services is derived from the fair use guidelines of the United States Copyright Act of 1976 (17 U.S.C. Section 107) and the University of Pittsburgh Policy #10-04-01. The ULS fully expects that instructors are following federal copyright law.

Section 107 of the Copyright Act of 1976. Limitations on Exclusive Rights: Fair Use

Notwithstanding the provisions of sections 106 and 106A, the fair use of copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is fair use the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use, if such finding is made upon consideration of all the above factors.

Materials will be placed on Course Reserve at the request of faculty for the noncommercial, educational use of students.

Photocopied or scanned copies of complete books and entire issues of journals will not be placed on Course Reserve. No more than one chapter of any given book may be photocopied and placed on Reserve. There is a limit of three photocopies per periodical volume, per course, per term.

Instructors should provide only as many photocopies as are absolutely required to meet the demands of the class. Traditionally, this has been defined as one copy for every twenty students except in extraordinary cases. **Please** indicate projected enrollment for the class.

To ensure compliance with the law, the library will return all photocopies to the instructor at the end of each term.

Students and library users will not be charged for access to Course Reserve materials. The charge for copies made by students will be limited to the cost of reproduction.

Electronic Reserve documents are password protected. When electronic Reserve items are available you will be notified to contact the library for a password for accessing the items. Share the password with the students in your class, but for security reasons please do not distribute in any print or electronic form.

We will not place materials, including electronic files or web pages, on Reserve if the nature, scope, or extent of copying is judged to exceed limits of fair use.