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| <br>HEALTH SCIENCES LIBRARY<br>& INFORMATICS CENTER | <b>Policy:</b> Reserves Policy   | <b>Policy #</b>   |
|  | External <input type="checkbox"/> Internal <input checked="" type="checkbox"/> (check one) | <b>Date Approved:</b> 9/11/2019                                   |
|  | <b>Submitted by:</b> Robyn Gleasner<br><b>Approved by:</b> OMT                             | <b>Date Reviewed:</b> 9/11/2019<br><b>Date Revised:</b> 9/11/2019 |

**Purpose/Objectives:**

The Health Sciences Library and Informatics Center provides a reserves collection comprised of books, readings, and other multi-media items that instructors have chosen for their students to view. In order to ensure that checked out material will be returned promptly and that a greater number of students will have access, these materials have a shorter checkout period than the library’s regular collections. The library operates in compliance with US Copyright Law and Fair Use guidelines.

**Scope of Policy:**

The library recognizes the need for students of the University of New Mexico to have access to selected materials for classes. Instructors placing items on reserve are required to fill out the Course Reserves Release Form to acknowledge having read the UNM HSLIC guidelines and that they have determined that use of the requested materials fall within fair use or that written copyright permission has been obtained from the copyright holder. The form is located at <http://unm-health.libwizard.com/Course-Reserves-Release-Form>.

**Policy/Procedure:**

Placing Print Items on Reserve

Once the Course Reserves Release Form is received, library staff will pull physical material the library owns and process to place on reserve. Library staff will also pull links to electronic resources the library has access to into the course reserves page for the course. Depending on the time of the year, items may take up to 48-hours to process. There is no limit to the number of items instructors may place on reserve for their students.

Personal materials belonging to instructors or HSC departments may be placed on reserve and will be processed and circulated according to standard reserve procedures, including labeling and barcoding to facilitate check out and sensitization to deter theft. While efforts will be made to safeguard materials, the library is not responsible for any damage to or theft of personal items placed on reserve.

HSLIC is unable to put course packs, photocopies of pages from workbooks, compilations of photocopied readings, and complimentary copies of textbooks on Reserve. Instructors may place compilations of their own lecture notes and examinations on Reserve, provided that they are the owners of the copyright for these materials. Materials will be placed on reserve only for the duration of the class. Materials will not be kept on Reserve for more than one semester without permission of the copyright holder.

### Borrowing Print Reserve Items

UNM/HSC affiliated users may check out any materials placed on Reserve. The library will not verify course or department enrollment of library users. Loan periods depend on the nature of the course and the nature of the material. Most items may be checked out for three hours. At the request of the instructor, items may be checked out for three days or two weeks, especially if material is expected to be read as a whole.

Items on reserve may not be borrowed via ILL from another library. See Interlibrary Loan and Document Deliver Policy.

### Placing E-Books and Articles from E-Journals on Reserve

HSLIC has the ability to place licensed electronic resources such as ebooks and articles on reserve for courses using the Course Reserves feature in WorldCat Discovery. To find out if we have access to an electronic resource, instructors can search Discovery or fill out the Release Form and library staff will complete the search. If HSLIC has access to the requested material, the link will be included on the course reserves page for the course.

Due to the restriction of WorldCat Discovery, HSLIC is unable to scan chapters or selected text from print materials to place on reserve. Instructors are welcome to scan material and attach in their departmental Learning Management System or make copies pursuant to copyright law Title 17 U.S. Code, which governs the making of photocopies or other reproductions of copyrighted material. Copies must be made in compliance with the "fair use" provisions of Section 107.

### **Forms utilized:**

Course Reserves Release Form : <http://unm-health.libwizard.com/Course-Reserves-Release-Form>.

### **References:**

#### **External Reference(s):**

17 U.S. Code § 107.Limitations on exclusive rights: Fair use:

<https://www.law.cornell.edu/uscode/text/17/107>

#### **Internal Reference(s):**

Copyright & Scholarly Communications Guide:

<https://libguides.health.unm.edu/ScholarlyCommunications/FairUse>

Course Reserves Guide: <https://libguides.health.unm.edu/coursereserves>

Interlibrary Loan and Document Delivery Policy