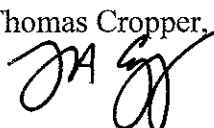


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Library Reserves Policy
Policy Number:	AA 07-003
Policy Administrator:	Dean of the Library and Provost
Policy Initiator:	Rick Robison
Authority:	
Effective Date:	07/01/2012
Revised Date:	06/20/2012
Approved:	Thomas Cropper, President
Approval Signature:	

Purpose: To define the rules and regulations related to Reserve materials in the Library.

Scope: This policy applies to all current faculty, staff, and students of the California Maritime Academy.

Accountability: The Dean of the Library and Library staff are responsible for administering and enforcing this policy.

Policy: The California Maritime Academy Library maintains equitable access to classroom required texts and other materials for students through its Reserves service. Instructors may request specific Library-owned materials or their own materials to be placed on reserve and made accessible for the duration of a class.

Instructors and students using Library Reserves agree to abide by the procedures for this policy.

Policy Title: Library Reserves

Policy Number: AA 07-003

**Procedures for Library Reserves
The California Maritime Academy**

Library Reserves ensures equitable access to students for course required materials. Materials on reserve may be owned by the Library or instructor. The loan terms for Reserve materials are:

Item type	Loan term	Max items allowed	Renewals*	Location of use	Late Fine	Replacement fee
Books	2 hours	3 items	None	Library use only	\$25	\$115 or replacement cost, whichever is higher
Media	4 hours	1 item	None	May be checked out	\$25	

* Renewals may be allowed at the discretion of the staff or student assistants on duty.

For Instructors:

Please bring materials to go on Reserve well in advance of when students will need them. Materials received after 4 pm on a weekday or on the weekend may not be processed until the next working day.

Attach a copy of this page below with each title you place on Reserve. You must sign this document if you are placing *photocopies* on Reserve. To comply with copyright guidelines, materials placed on Reserve are returned at the end of each semester. Please read the document [Copyright Considerations for Instructors](#) below to understand legal guidelines for placing materials on reserve.

Instructor's Name:

Course Number and Name:

Title of Book (or article, etc.):

Author of Book (or article, etc.):

Number of students in course:

Instructors must submit a signed copy of this form each semester with any **photocopies** placed on Reserve.

My signature signifies that materials I have submitted to Reserves this semester are in compliance with copyright and reserve regulations as stated in this document.

DATE _____

SIGNATURE _____

<Due to recent court decisions, this policy may change.> All materials will be available on reserve for no longer than the end of one semester. All Electronic Reserve materials will be removed from the system at the end of semester. The library cannot place photocopied or digitized materials on Reserve for consecutive semesters without documented copyright permission (unless you are the copyright holder).

Questions and assistance related to copyright concerns or placement of digital copies on reserve may be directed to Mark Stackpole, mstackpole@sum.edu, (707) 654-1092.

Copyright Considerations for Instructors

1. Photocopies - All photocopies must be provided by the instructor. A photocopy of one selection per folder can be submitted to Reserves. A collection of photocopies from one or several sources in one folder is considered an "anthology" and cannot be placed on Reserve, unless, copyright permission is obtained for each chapter/reading included in the collection. The document granting copyright permission must accompany each item and remain on file in Reserves. In general, no more than one chapter or 10% of a work should be copied.

2. Periodicals owned by the library - Photocopies of articles from journal issues located in the library may be placed on Reserve for 1 semester as a preservation measure. Multiple copies may be made in a ratio of 1 copy per 10 students. Further use beyond 1 semester requires written copyright permission, masthead permission, or purchased reprints. The document granting copyright permission must accompany items and remain in Reserves.

3. Periodicals owned by the instructor - Instructors may place their personal copies of periodicals on Reserve. The library assumes no liability for items that are lost or damaged.

4. Periodicals not owned by the library - The document granting copyright permission or a copy of the masthead permission from the original source of a journal photocopy, must accompany the item and remain on file in Reserves.

5. Books owned by the library - If 1 selection (chapter, reading, or essay) is needed from a book owned by the library, photocopies should be made as a preservation measure in a ratio of 1 copy per 10 students. If multiple selections are needed, bring the entire book to be placed on Reserve.

6. Books owned by the instructor - Instructors may place their personal copies of books on Reserve. The library assumes no liability for books that are lost or damaged.

7. Books not owned by the library - Instructors should work with Library personnel to determine whether these materials may be acquired. The Library will make every effort to acquire those materials requested by members of the Cal Maritime Community that fit into the scope of the Collection Development Policy.

8. Purchased reprints - Reprints may be purchased and placed on Reserve. No photocopies may be made from reprints.

9. Consumables - No photocopies may be made from "consumable" works, (i.e. workbooks, exercises, tests, or test booklets, answer sheets, etc.)

10. Course Packets - Course packets purchased by students are for personal use/fair use and may not be placed on Reserve.

REFERENCES

American Library Association. (n.d.) *Fair Use and Electronic Reserves*. Retrieved from <http://www.ala.org/advocacy/copyright/fairuse/fairuseandelectronicreserves>

Copyright Clearance Center. (n.d.) *Using Content: Library Reserves*. Retrieved from <http://www.copyright.com/Services/copyrightoncampus/content/library.html>