The course reserves service is a collaborative effort between the library and campus faculty by which professors set aside print and electronic materials for use by students in specific courses.

Print materials have short check-out periods and are shelved temporarily in the course reserve area behind the Circulation Desk on the 1st Floor of Blackwell Library. E-Reserves are password protected and are available to students 24/7 from any computer with Internet access.
Placing Items on Reserve

To expedite the processing of course reserves, we recommend that faculty:

• Submit requests at least two weeks in advance. Requests are filled in the order they are received; there is no guarantee that items received on short notice will be available in time for classes.

• Bring materials and completed reserves request forms together to the Circulation Desk. E-reserve materials may be submitted electronically as an attachment to the online e-reserve request form.

• Include student permission forms for any student material placed on reserve.

Also, please remember that all items are removed from reserves at the end of each semester: Hard copy items are returned and electronic files are deleted.

Reserve Request Forms

Books/Videos/CDs:
http://www.salisbury.edu/library/reserves/docs/BookandCDReserveRequestForm.pdf
Online Version:
https://www2.salisbury.edu/ereserves/books.asp

Articles/Chapters:
http://www.salisbury.edu/library/reserves/docs/ArticlesandChaptersReserveForm.pdf
Online Version:
https://www2.salisbury.edu/ereserves/copies.asp

Student Permission Form:
http://www.salisbury.edu/library/reserves/docs/studentcopyrightpermission.pdf

Copyright Guidelines

Course Reserves and Fair Use: An Overview

Blackwell Library may place any book owned by the library or by a professor on course reserve without violating fair use, as long as it is a legally obtained copy in its entirety (not just a portion, chapter, etc.) and in its original form (not a facsimile).

We are allowed this due to the ‘first-sale doctrine,’ which is a limitation on the rightsholder’s (typically the publisher) copyright privilege that allows the purchaser to lend, without obtaining permission, a copyrighted item that he or she has purchased (much like loaning a book to a friend).

Books borrowed from other libraries (interlibrary loan, direct borrowing, etc.) may not be placed on course reserve as this would violate the first-sale doctrine (as well as violating the terms of our direct borrowing and interlibrary loan agreements).

As soon as an item changes form, such as making either an electronic or physical facsimile of a chapter or an article, the first-sale doctrine becomes null and permission must be obtained from the publisher, with exceptions as noted on the following page.

When Is Permission Not Needed?

• The first time a facsimile is placed on reserve, no permission is needed given the item is placed on reserve for restricted academic use and comprises no more than approximately 15 percent of the entire work (typically a single journal article or a single book chapter or two is allowable) AND the portion used does not constitute the ‘heart’ of the work.

• Most federal government documents are in the public domain and thus may be used without restriction.

• Most publishers allow solution manuals to be copied and placed on reserve.

• Faculty members may place their own unpublished notes, homework assignments, guides, syllabi, etc. on reserve without restriction.

Additional Information

• Please note that students own the copyright to all of their creative academic works (papers, projects, etc.) and thus a signed Student Permission Form is required before the library may place a student work on course reserve.

• The ability to secure necessary copyright permission for reserve items is dependent upon the availability of library funding.