



**SUBJECT:** Library

**POLICY:** 903.1 Reserve Materials

**RELATED PROCEDURE:** 903.1.1 Reserve Materials Procedure

**EFFECTIVE:** March 2011

**REVISED:** December 2023

**REVIEWED:**

### **Policy**

At the Great Falls College Weaver Library, the course reserves collection consists of print and media materials available for students to check-out at the library's circulation desk. The collection provides students short-term access to high demand materials in support of current courses offered at Great Falls College MSU. Reserve materials are intended for non-commercial, educational use by students.

### **Print and Media Materials**

Print materials that the library owns may be requested for reserve by faculty. This includes books, reference materials, DVDs, and print periodicals. Patrons may make a limited number of copies of these materials for personal, educational use as long as they align with fair use practices.

### **Instructor-Owned Materials**

Instructors may place personal copies of print materials in the course reserves collection for use by their students. Patrons may make a limited number of copies of these materials for personal, educational use as long as they align with fair use practices.

### **Electronic Materials**

Electronic reserves are an extension of traditional library services and will be provided in a manner that respects fair use rights and the rights of copyright holders. The placing of an electronic copy of a published copyright item on reserve is a secondary alternative to providing materials through library purchased and licensed collections.

Electronic reserve materials are saved and made available online via the College's learning management system.

### **Textbooks**

Since it is the purpose of the library's collections to supplement course curriculum, textbooks adopted for courses are generally not purchased for addition to this collection. Instructors may place personal copies of textbooks on reserve.

### **Copyright and Reserves**

Faculty are responsible for ensuring that all materials placed on reserve for their classes meet the criteria of Fair Use as defined by Section 107 of the United States Copyright Act. <https://www.copyright.gov/title17/92chap1.html#107>.

### **Circulation Periods and Fines**

Reserve material circulation periods will be determined by the instructor placing the item on reserve. If the instructor does not have a preference, a standard reserve lending period will be applied. Patrons may check out two reserve materials at a time. Items marked with "Library Use Only" may not leave the library premises.

It is the responsibility of the borrower to return reserve materials on time in order to ensure that the material is available for others who wish to use it. Renewals are not available for reserve materials, but students may check back the next day to see if the material is available. Overdue items are subject to fines. For information regarding fines and borrowing privileges, please see procedure: [902.2.1 Student Borrowing Procedures](#).