



**SUBJECT:** Library

**PROCEDURE:** 903.1.2 Placing Materials on Reserve

**EFFECTIVE:** December 2023 **REVISED:**

**REVIEWED:**

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### **Procedure**

Great Falls College MSU faculty, or faculty from other MSU campuses teaching on the Great Falls College campus, may request materials be put on course reserve in the library to supplement and support the teaching and learning of their students.

Faculty are responsible for ensuring that materials placed on reserve for their classes meet the criteria for Fair Use as defined by Section 107 of the U.S. Copyright Act. Before placing a reserve request, please conduct a fair use assessment using the following criteria:

1. The purpose and character of use, including whether such use is commercial, non-commercial, or educational in its purpose;
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;
4. And the effect of the use upon the potential market or value of the copyrighted work.

### **Library Owned Materials**

To place a reserve request:

1. Fill out the reserves request form linked at the bottom of this page. A paper copy can be provided upon request by contacting a full-time library staff member.

A full-time library staff member will review your request for reserve materials and process the request within 3 business days of the request date. You will be notified by email if your request is approved or denied. Items approved for reserve will be temporarily relocated from the main collection to a shelf behind the circulation desk.

### **Instructor Owned Materials**

To place a reserve request:

1. Fill out the reserves request form linked at the bottom of this page. A paper copy can be provided upon request by contacting a full-time library staff member.

A full-time library staff member will review your request for reserve materials and process the request within 3 business days of the request date. You will be notified by email if your request is approved or denied. Arrangements will be made to receive the item from you, and it will be placed on a shelf behind the circulation desk.

### **Electronic Materials**

To place a reserve request:

1. Contact the Library Director in-person or via email to discuss the electronic materials you wish to utilize.

The Library Director will determine if the request can be filled. The library may refuse an electronic material reserve request if it does not meet requirements set forth by United States copyright law.

Reserves Request Form: <https://forms.office.com/r/e98b2ecybB>