

Placing Material on Reserve

The instructor is responsible for bringing any books, copies, or videos to the Reserve Room. While it is encouraged that copies of articles chapters or other reprints be delivered to the library in individual folders or binders, it is not required. The instructor is responsible for bringing any proposed reserve materials to the Reserve Room. When adding material, a completed [Instructor Reserve Form](#) must accompany each request (this includes library books). The form is available on the [Forms](#) page of the library web site or at the Reserve Desk. Please allow three (3) business days to process your request. Processing may take longer at the start of the semester. If copyright guidelines are met, you may place the following materials on reserve:

- UofM library books (it is not necessary to check them out first)
- Personal books
- Copies of articles from newspapers, journals, magazines, and the internet
- Videos (no commercial vendors or other libraries)
- CDs, DVDs, Audiocassette Tapes (no commercial vendors or other libraries)

Any material other than that listed above may need special consideration and is subject to approval. Please contact the [Reserves Room Manager](#).

At the end of the semester, all reserve materials will be automatically removed from the Reserve Room. Instructors must contact the [Reserves Room Manager](#) to request a continuation before the last day of classes.

Copyright Guidelines

The copyright law (1978) of the United States governs the making of photocopies or other reproductions of copyrighted material. Photocopies or reproductions can be placed on Reserve only under these conditions:

They will be used solely for private study, scholarship, or research.
The total amount photocopied from one source does not exceed "Fair Use" of the material (see explanation below).
A copyright compliance statement with bibliographic information is included on the first page.

Under the Digital Millenium Copyright Act (1998), "Fair Use" is described as:

No more than three (3) copies of anything

No more than one (1) article per individual periodical, magazine, or newspaper

No more than one (1) chapter per book

Please use the [Fair Use Checklist](#) to determine whether your material is within guidelines. Please include this completed form with your materials.

Copies of journal articles may only be used for one semester unless written approval of the copyright holder is granted.

Copyright permission may be obtained from the owner of the copyright or from the [Copyright Clearance Center](#).

The University Libraries reserves the right to refuse any material that violates the copyright law.