

Faculty Reserves Instructions

The Reserve collection allows professors to place items in a separate location and to specify the time limit that the material may be checked out. This allows more students to have access to the materials. Some items may be checked out at the desk and taken out of the library, while other materials may be specified for use only within the library.

Reserve items may be personal materials, photocopies or items that are part of the library collection (make sure that photocopies can fit in a letter size file folder). Materials that do not generally circulate for students are not available for circulation as a reserve item. At present, CSU Libraries do not offer electronic reserves service.

Library items that may not be placed on Reserve:

- Reference
- Periodicals
- Archival Materials

Loan Periods for Reserve materials are:

- 2-hour (room use only)
- 24 hour
- Overnight (out after 9pm--in by 9am)
- 3-days
- 7-days
- 3-weeks

Bring items to the Circulation Desk in the library.

Please include a completed [Reserve Request Form](#) with each item. You may fill out the online form or receive a paper form at the Information Desk in the Schwob Library.

Please provide the following information on the form:

- Course name
- Course number
- Course title
- Instructor's name
- Campus phone
- Office number
- Loan period
- Length item should remain on reserve

Reserve Policy

1. Course Reserves are processed in the order received.
2. It may take 48 hours processing time (excluding weekends) to place items on reserve.
3. All materials placed on Reserve must be within "fair use" guidelines as found in Section 107 of Title 17 of the U.S. Code.
4. Students need to have a current CSU picture I.D. in order to charge out items from the reserve collection.
5. Students need to know the professor's name and/or course number.
6. Reserve materials will be removed at the end of each semester unless prior written notification has been received that the items need to remain on reserve for the catalog year.
7. The Simon Schwob Memorial Library cannot guarantee the safety of personal items placed on reserve. We will take every effort to protect the items and use the same procedures to guarantee its safety as if it were the library's

property. In spite of our best effort, if the personal item is stolen, the Library is not responsible for replacement costs.

US Code: Title 17, Section 107 Fair Use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include -

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
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; and
4. the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

More information about Fair Use can be found on the [Library's Copyright Guide](#).

More Copyright Information

[USG Policy on the Use of Copyrighted Works in Education and Research](#)