Reserve Policy – Books and Multimedia

The purpose of a reserve collection is to support instruction by providing timely and efficient access to high demand materials. Both the American Library of Association (ALA) and the Association of Research Libraries (ARL) have asserted that reserve collections in libraries function as extensions of the classroom allowing them to provide access, under certain conditions, to copyright protected materials as stated in Section 107 and Section 108 of the Copyright Act as it relates to the rights to use these materials for the purpose of teaching and research.

Access is limited to the faculty member for a particular course as well as the students enrolled in that course for which the items have been placed on reserve; it also includes the library staff members responsible for maintaining the electronic reserve system. As stated in the ALA Model Policy, "materials placed on reserve by faculty are not intended to constitute all of the materials assigned for the course."

According to fair use guidelines, the following materials may be placed on reserve at the request of faculty.

- Course reserve materials that are intended for non-commercial educational use.
- Copies of materials that are legally owned by the Library or a faculty member.
- A faculty member's personal copy of copyrighted A/V material that is a commercially produced audio/video recording with accompanying written permission from the copyright owner. (Personal or "home-made" copies of, or excerpts from, commercially produced DVD or video are illegal and may not be placed on reserve.)
- Copies of off-air broadcast recordings (for a period not exceeding 45 days) for use by students in a specific class. All copies of such off-air recordings must include a notice of permission from the copyright holder for the broadcasted program.
- Books and multimedia not owned by the library or the faculty member. If the library or the faculty member does not own the item that is to be placed on reserve, the library will purchase it if possible and place it on reserve.
- Articles not available through the library databases. If the library or the faculty member does not have access to a journal or a newspaper article that needs to be placed on reserve, the Library will obtain it through interlibrary loan. The faculty member then needs to obtain copyright permission to place this material on reserve.
- The library does not purchase textbooks, but will place a faculty member's personal copy of a textbook or course pack on reserve for one semester. Permission must be obtained from the copyright holder by the faculty member if the same reserve item(s) are to be kept on reserve for the same course for consecutive academic terms.
- Materials available in the public domain.
- Unpublished materials (such as theses, dissertations, power point presentations, faculty notes or student papers) with written permission from the copyright owner.
The responsibilities of faculty at Molloy College in regard to copyright policy:

- All course materials submitted by instructors must support course related teaching, scholarship or research.
- The faculty members are responsible for evaluating whether the use of a copyrighted work requires permission or qualifies as fair use. The reserve services librarian will provide information resources and guidance to faculty members to help them in evaluating the qualifications of a specific use as fair use. When permission is required, a faculty member is expected to make any necessary arrangements.
- Under the fair use guidelines, the amount copied and used should be reasonable and only be the amount needed to accomplish the specific educational purpose. The reserve services librarian will provide information resources and guidance to faculty members to help them evaluate any limits on the amount of material that they may place on reserve.
- In order to follow the guidelines of fair use, faculty must limit the distribution of course related materials in course packs to single articles or chapters, or several charts, graphs, or illustrations or small portions of performed works including audiovisual works.