

# Guidelines for UB Instructors

Books, journal articles, book chapters, audiovisual materials, and software which are required for courses may be placed on Course Reserve. Collateral or recommended readings, including homework solutions, lecture notes, and sample exams cannot be placed on Course Reserve. Contact the Law Library for other options.

Books and other materials such as videotapes are available for short loan periods. Journal articles and book chapters are available for reading and printing from computer terminals via the UB Libraries Web site.

All Course Reserve List forms are dated as they are received and are processed in that order.

Some materials requested for Course Reserve may not be immediately available in the library and will require longer processing time. They may have to be recalled from borrowers, obtained from other libraries, or ordered from publishers.

## SUBMITTING COURSE RESERVE LISTS

**Use separate forms for each course.** Be sure to include all of the requested information, including full bibliographic citations. Incomplete or illegible forms will be returned.

Each library will only accept and process lists for courses in the disciplines and at the levels served by that particular library. You cannot reserve materials in more than one library for the same course. Please direct requests for special handling to the appropriate Reserve Specialist.

*You may submit lists electronically via the Web at:*  
<http://ublib.buffalo.edu/libraries/forms/reserve.html>  
Choose "**Submit Course Reserve Lists**".

*You may submit paper forms:*  
Paper forms can be obtained from any of the University Libraries, your Departmental Secretary, or you can print a paper form here. Submit completed Reserve List Forms to the appropriate Reserve Specialist that serves your discipline.

**Please do not give students required reading assignments until you are certain your reserve list has been processed and the materials are available.**

You may check the status of your Reserve list via the UB Libraries Web site at:  
<http://ublib.buffalo.edu/libraries/creserve/>.

- Type in the **UB Course Number**.
- Click on **Go**.

- From the search results page **choose your course number** (this will give you a list of the material on Course Reserve)

When selecting the type of Reserve loan period for books and other materials such as videotapes, keep in mind your course deadlines, length of readings, and size of classes/sections. There are five types of Reserve:

- Two-hour/in-library loan-May be borrowed for two hours, but must stay within the library
- Two-hour/overnight-May be borrowed for overnight use two hours before the library circulation desk closes and returned within one hour of the library circulation desk opening the following day (This option is not available at the Health Sciences Library.)
- Twenty four hour
- Three-day loan
- Seven day

Faculty must provide a single copy of each journal article or book chapter to be placed on Course Reserve. After submitting your reserve list either electronically or in paper form, you must mail or drop off photocopies of the material at the appropriate library.

**All photocopies must be 8 1/2 x 11 inch paper for scanning purposes. You must provide clean and legible copies.**

## **COPYRIGHT INFORMATION**

As we interpret the Fair Use provision of the Copyright Law, Title 17 of the United States Code, the University Libraries can accept for Course Reserve a single copy of a copyrighted article from a journal issue or a single chapter of a large copyrighted work (i.e., a book) without permission of the copyright holder.

*Anthologies of copyrighted material cannot be accepted for Reserve.*

**Exceptions to the Copyright Law will not be made.** Please refer to sections 106, 106A, 107, and 108 of the Copyright Law (Title 17, United States Code) for more information.

## **ORDER REQUESTS**

If, after checking the UB Libraries Website, you find that the University Libraries do not own the material you need, enter "Order" in lieu of a call number on the paper form or choose "Material needs to be purchased" on the electronic form.

**PLEASE NOTE:** It can take from three to eight weeks, or longer, to obtain and process ordered material. If the library is unable to purchase the item, you will be contacted directly. Reserve orders must be placed with the appropriate Reserve Specialist.

## **PERSONAL COPIES**

Faculty members may place personal copies of materials on Reserve. However, the Libraries cannot be responsible for loss of or damage to such materials. Personal material will be labeled and made security sensitive. Unless otherwise requested, these items will be placed on Two-Hour/In-Library Use Only Reserve.

## **REMOVAL OF MATERIAL FROM RESERVE**

All materials are automatically removed from the Course Reserve at the end of each semester. Please submit new course reserve lists for every semester.

<http://ublib.buffalo.edu/libraries/forms/guide.html>

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# Course Reserve Submission

## (For UB Instructors only)

University at Buffalo instructors have the option of requesting the Libraries to place material on Course Reserve either by paper (you can print the form out [here](#) and mail it in) or by direct electronic transmission:

[Submit Course Reserve Lists Electronically](#)

Have questions? The following Reserve Specialists can help you:

<b>Library</b>	<b>Specialist</b>	<b>E-mail</b>	<b>Phone</b>
APL	Christine Doze	<a href="mailto:doze@acsu.buffalo.edu">doze@acsu.buffalo.edu</a>	829-3505
HSL	Evelyn Hufford	<a href="mailto:hufford@acsu.buffalo.edu">hufford@acsu.buffalo.edu</a>	829-3900 ext. 101
Law Library	Lisa Paschis	<a href="mailto:lpaschis@buffalo.edu">lpaschis@buffalo.edu</a>	645-6765
Lockwood	Jason Parker	<a href="mailto:parker2@buffalo.edu">parker2@buffalo.edu</a>	645-2944 ext. 238
Music	Joanne Dudak	<a href="mailto:dudak@acsu.buffalo.edu">dudak@acsu.buffalo.edu</a>	645-2923
SEL UGL	Jason Parker	<a href="mailto:parker2@buffalo.edu">parker2@buffalo.edu</a>	645-2944 ext. 238

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<http://ublib.buffalo.edu/libraries/forms/reserve.html>

[Home](#) > [Services](#) > [Request Forms A-Z](#) > [Course Reserve Submission](#) > Form

## **Instructor Login for Course Reserves System**

**User Name**

**Password**

[Create Instructor Profile](#)

Log On

If you have not yet used this version of the Course Reserve system begin by creating a profile. Then log into the system with the User Name and Password that you have just created.

[Help](#)

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<http://libweb1.lib.buffalo.edu/Reserve/Reserves/instructorLogIn.asp>

# Copyright Facts

The owner of a copyright has the exclusive right to reproduce the copyrighted work and to distribute it to the public by sale, rental, lease, or lending. Original works of authorship in any format may be copyrighted, including literary, musical, pictorial, and audiovisual works, as well as computer programs and software.

Generally, a work is automatically protected from the moment of its creation and is given a term enduring for the author's life plus an additional 70 years after the author's death. For works made for hire, the duration of copyright is 95 years from publication or 120 years from creation, whichever is shorter.

Both published and unpublished works may be copyrighted. The fact that a work is "out of print" does not affect its copyright.

## Notice of Copyright

Notice of copyright generally appears on the title page of a volume or verso. It may take one of three forms: the word "Copyright," the symbol ©, or the abbreviation "Copr." The form used is followed by the publication date and the names of the copyright owner. For all formats, the copyright notice may appear either on the item or on the container. The absence of a copyright notice does not necessarily mean that the work may be freely copied.

The notice of Copyright is sometimes followed by the statement: "All Rights Reserved. No part of this book may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the publisher."

## "Fair Use" of Copyrighted Material

Representatives of publishers, authors, and educators agreed on minimum standards of educational fair use of copyrighted materials in a 1976 "Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals." According to these Guidelines, a single copy may be made of any of the following by a teacher or student for scholarly research, study, or use in teaching or preparing a class:

- a chapter from a book
- a single article from a periodical or newspaper issue
- a short story, short essay, or short poem
- a chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper

The guidelines for multiple copies for classroom are more restrictive. "Educational use" alone is not sufficient to qualify as "Fair use." If a teacher is "inspired" to use a work in

class and the moment of use is so close in time that it is unreasonable to receive a timely reply for permission from the copyright holder, then copies may be made under the following guidelines:

- a complete article is less than 2,500 words in length
- an excerpt of a prose work is no longer than 10% of the work or 1,000 words, whichever is shorter
- a short poem or excerpt of a poem is no longer than 250 words or no more than one article, story, poem, or essay, or two excerpts are from the same author

## **Violations of the Copyright Law**

Regardless of the above, the following copying activities are always prohibited:

- copying to create, replace, or substitute for anthologies, compilations, or collective works
- copying of or from a work intended to be "consumable in the course of study, including workbooks, exercises, standardized tests, answer sheets, etc.
- copying to substitute for the purchase of books or periodicals
- copying in excess of "Fair Use" even when directed by a higher authority, such as a dean or department chairperson
- copying of the same item by the same teacher from term to term, without permission
- copying with any charges to students beyond the cost of photocopying

Violators of the Copyright Laws are subject to heavy fines (up to \$100,000) and/or imprisonment. Individuals as well as institutions can be sued.

## **The Copyright Law and Library Services**

Photocopy, Reserve, and Interlibrary Loan services are affected by the Copyright Law. "Fair Use" standards (detailed above) apply to these services.

**Photocopying:** All unsupervised, public-access photocopy equipment in the Libraries displays a warning concerning copyright infringement. Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies of copyrighted material. The person using this equipment is liable for infringement.

**Reserve** The most pertinent "Fair Use" standards which apply to Reserve services are the general restrictions to a single copy of a publication, the length limitations of copied material, and the prohibitions against the creation of "anthologies" and the copying of "consumable" works. When materials are placed on reserve for extremely large classes, it is possible, at the discretion of the library personnel, to place on reserve more than one copy (not to exceed five copies, depending on the size of the class). Faculty should discuss each situation with library personnel at the unit in which the reserve materials will be placed.

Interlibrary Loan The Libraries are prohibited from requesting copies of more than five articles from any journal title during its last five years of publication, unless the Libraries hold a subscription or an order for the journal has been placed. The five article limitation applies whether the copies are the same article or different articles. A person requesting copies which would cause the Libraries to exceed this restriction is responsible for obtaining permission from the copyright holder.

### **For More Information or to Obtain Permission to Copy Copyrighted Material**

For more information on the Copyright law please visit the [U.S. Copyright Office](#) website.

To obtain permission to copy copyrighted materials you can write to the holder of copyright of the needed material or you may request permission on-line through the [Copyright Clearance Center](#).

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<http://ublib.buffalo.edu/libraries/creserve/copyrightfact.html>

# Loan Policy

## **Loans:**

The number of Reserve items that may be charged out to any one patron at any one time is:

- Law Library: 10 items
- All other Libraries: 3 items

## **Loan Periods:**

- **UB Borrowers**
  - 2 Hour / In-Library Use Only
  - 2 Hour / Overnight
  - 24 Hours
  - 3 Days
  - 7 Days

*Note:* At the Law Library, faculty may borrow Reserve materials for seven days.

- **Courtesy Borrowers :**  
Reserve materials may be circulated to University Libraries courtesy borrowers for 2 Hour In-Library Use only.

## **Due Date:**

- 2 Hour In-Library Use Only reserve material is due at the Reserve Desk from which it was borrowed at the time specified.
- 2 Hour / overnight reserve material may be borrowed for overnight use one hour before the Reserve Desk closes and is due back at that same desk within one hour of opening the following day (Law Library: two hours after opening)
- 24 Hour reserve material is due at the Reserve Desk from which it was borrowed on the date and time specified.
- 3 Day and 7 Day reserve material is due at the Reserve Desk from which it was borrowed on the date specified.

## **Overdue Notices:**

As a courtesy, overdue notices are sent three calendar days after a reserve item falls due. Fines for course reserve materials accrue at the following rate:

- For hourly materials, \$0.05 per minute per item; \$3 per hour. The maximum fine is \$20 per item.
- For 1 to 7 day materials, fines accrue at \$5 per day per item. The maximum fine is \$20 per item.

In addition to fines, all borrowers are subject to replacement charges for non-returned

reserve material.

**Suspension of Borrowing Privileges:**

For UB borrowers, borrowing privileges will be suspended 10 days after a reserve item falls due. All other borrowers' privileges are suspended immediately as reserve items fall due. Once borrowing privileges have been suspended, no circulation transactions of any kind will be carried out until the overdue materials which triggered the suspension are returned.

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<http://ublib.buffalo.edu/libraries/creserve/reservecode.html>