

## North Shore Community College Library Reserve Request Form

Please review the Library's Course Reserve Policy before completing this form.

Reserves will not be processed without a completed and signed request form.

Reserves are available to all students. This includes Instructor's Editions placed on reserve.

Security tags are added to all items on Reserve.

You must allow one week for reserves to be processed.

Please print clearly.

Semester \_\_\_\_\_

Professor \_\_\_\_\_ NSCC Library/ID # (required) \_\_\_\_\_

Phone \_\_\_\_\_ Office \_\_\_\_\_ Department \_\_\_\_\_

Course name \_\_\_\_\_

Course code \_\_\_\_\_ Number of Students \_\_\_\_\_

Loan Period (circle one):    Library Use Only    Overnight    One week

Campus Location for reserve (please note if you are providing copies for both locations): Danvers    Lynn

Signature \_\_\_\_\_

Date \_\_\_\_\_

By signing this form you acknowledge that all copyrighted work placed on reserve for the above course falls within US Code, Title 17 Fair Use Exception.

**Please fill out the reverse side of this form.**

List each item to be placed on reserve.

| Call Number/Personal Copy | Author | Title and Location (D-Danvers, L-Lynn) | Publication Date / Edition |
|---------------------------|--------|--|----------------------------|
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Staff initials / date \_\_\_\_\_

## NSCC Library Course Reserves Policy

Items must either be owned by the Library or be your personal copy. Items belonging to other institutions cannot be placed on reserve. You can place items belonging to NSCC Libraries on reserve at either campus. Contact your library liaison if you would like an item we do not own ordered for course reserve.

What can be placed on reserve in the Library?

- Books and media

- We maintain the right to limit the amount of reserves placed for a course or department.

- All reserve items will be removed at the end of each semester. Items that are not picked up by the end of the semester will be returned to your office or department.

- The Library is not responsible for damaged or lost personal copies. We recommend that you do not place items with monetary or personal value on reserve.

What can be placed on electronic reserve?

- Electronic versions of journal articles not available in the Library's databases
- Parts of books
  - For a book with no chapters or fewer than ten chapters, your use should be limited to no more than 10% of the book. For a book of ten or more chapters, your use should be limited to one chapter. If you are using pages from several different chapters, look at the average number of pages per chapter in the book and limit your excerpts to no more pages than the average.
  - If you want to use more than 10%, or one chapter, you must obtain permission to use the item. Permissions may be obtained from the Copyright Clearance Center or from the copyright holder (generally the publisher). Evidence of permission must be submitted to the Library with your reserve request.

What cannot be placed on reserve?

- Course packs. Course packs must be purchased by students.
- Consumables. Works intended to be used in the course of study or teaching include workbooks, lab manuals, exercises, standardized tests, test booklets, answer sheets, and student solutions manuals.