



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Library Reserves Policy
Policy Number:	AA 07-002
Policy Administrator:	Dean of the Library and Records Programs
Policy Initiator:	KICK ROBINSON
Effective Date:	07/01/2012
Revised Date:	06/24/2012
Approval Signature:	

Purpose: To define the rules and regulations related to Reserve materials in the Library.

Scope: This policy applies to all current faculty, staff, and students of the California Maritime Academy.

Accountability: The Dean of the Library and Library staff are responsible for administering and enforcing this policy.

Policy: The California Maritime Academy Library maintains equitable access to classroom required texts and other materials for students through its Reserves service. Instructors request specific Library-owned materials or their own materials to be placed on reserve and made accessible for the duration of a class.

Instructors and students using Library Reserves agree to abide by the procedures for this policy.

Procedures for Library Reserves The California Maritime Academy

Library Reserves ensures equitable access to students for course required materials. Materials on reserve may be owned by the Library or instructor. The loan terms for Reserve materials are:

Item type	Loan term allowed	Max items	Renewals	Location of use	Late fine	Replacement fee
Books	2 hours	3 items	None	Library use only	\$25	\$115 or replacement cost, whichever
			May be renewed	checked out		

* Renewals may be allowed at the discretion of the staff or student assistants on duty.

For Instructors:

day.

Attach a copy of this page below with each title you place on Reserve. You must sign this document if you are placing photocopies on Reserve. To comply with copyright guidelines, materials placed

Instructor's Name: _____

Course Number and Name: _____

Title of Book (or article, etc.): _____

Article or Book (or article, etc.): _____

Number of students in course: _____

Policy Title: Library Reserves

Policy Number: AA 07-003

I, _____, hereby certify that I have reviewed this form and agree with any photocopies placed on Reserve.

My signature indicates that material I have submitted to Reserve this semester is in compliance with copyright and reserve regulations as stated in this document.

DATE _____

SIGNATURE _____

<Due to recent court decisions, this policy may change.> All materials will be available on reserve

Copyright Considerations for Instructors

1. Photocopies - All photocopies must be provided by the instructor. A photocopy of one selection

per selection is obtained for each chapter/reading included in the collection. The document granting copyright permission must accompany each item and remain on file in Reserve. In general, no more than one chapter or 10% of a work should be copied.

2. Periodicals owned by the library - Photocopies of articles from journal issues located in the library may be placed on Reserve for 1 semester as a preservation measure. Multiple copies may be made in a ratio of 1 copy per 10 students. Further use beyond 1 semester requires written copyright permission, masthead permission, or purchased reprints. The document granting copyright

3. Periodicals owned by the instructor - Instructors may place their personal copies of periodicals on Reserve. The library assumes no liability for items that are lost or damaged.

4. Periodicals not owned by the library - The document granting copyright permission or a copy

5. Books owned by the library. If a selection (chapter, reading, or essay) is needed from a book owned by the library, photocopies should be made as a preservation measure in a ratio of 1 copy per 10 students. If multiple selections are needed, bring the entire book to be placed on Reserve.

6. Books owned by the instructor. Instructors may place their personal copies of books on Reserve. The library assumes no liability for books that are lost or damaged.

7. Books not owned by the library. Instructors should work with Library personnel to determine whether these materials may be acquired. The Library will make every effort to acquire those materials requested by members of the Cal Maritime Community that fit into the scope of the Collection Development Policy.

8. Purchased reprints. Reprints may be purchased and placed on Reserve. No photocopies may be made from reprints.

9. Consumables. No photocopies may be made from "consumable" works (i.e. workbooks, quizzes, etc.).

10. Course packets. Course packets purchased by students are for personal use only and may not be placed on Reserve.

REFERENCES

American Library Association. (n.d.). Fair Use. Retrieved from <http://www.ala.org/advocacy/copyright/fairuse/fairuseandelectronicreserves>

Copyright Clearance Center. (n.d.). Using Copyright Library Reserves. Retrieved from <http://www.copyright.com/Samples/copyright/library/content/library.html>