

**Kentucky Wesleyan College
Howard Greenwell Library**

RESERVE POLICY

Print Materials Reserve Policy

Faculty may place materials for student use on reserve at the Greenwell Library Information Desk. Materials placed on reserve must comply with copyright regulations and conform to the guidelines for fair use according to Title 17, United States Code (see the Greenwell Library Copyright Policy).

Individual faculty determine the circulation period for their materials. This period can be revised at any time during the semester. Circulation periods for materials are

- Permanent reserve -- the materials must be used in the Library.
- 24-hour reserve -- the materials may be checked out for 24 hours.
- Three-day reserve -- the materials may be checked out for three days.
- Seven-day reserve -- the materials may be checked out for seven days.
- Other -- arrangements other than those above may be made in consultation with the Information Desk supervisor on duty.

Guidelines:

1. Only those items that contain required readings should be placed on reserve. Supplementary materials related to the course should remain in the collection to be used at the student's discretion.
2. Personal copies of books or other materials belonging to faculty may be placed on reserve at the faculty member's own risk. The library cannot replace the material if it is lost.
3. All materials on a faculty member's reserve shelf need not be placed on the same type of reserve.
4. The use of materials placed on reserve is not restricted to students in a particular class. Any student may check out the material.
5. Faculty will be asked to review their reserve materials at the end of the semester. After the review period, materials not specifically identified for the following semester will be removed from reserve.

Electronic Materials Reserve Policy

Electronic reserves are course resources that can be viewed online, downloaded, or printed. Materials placed on electronic reserve must comply with copyright regulations and conform to the guidelines for fair use according to Title 17, United States Code (see the Greenwell Library Copyright Policy).

Faculty may submit items for electronic reserve to the Information Desk supervisor on duty. Students will access electronic reserves through the Greenwell Library website.

1. The following types of material may be added to the library's electronic reserves:
 - Articles from journals, magazines, or newspapers.

- Individual chapters of books.
 - Tests, homework answers, and other similar material.
 - Course-related materials already in electronic format (images, PowerPoint presentations, etc.)
 - Links to Web sites
2. Access to electronic reserves is limited by password to authorized KWC students, faculty and staff.
 3. Whenever possible, durable URLs from databases licensed by the library will be used to place journal articles on electronic reserve.
 4. Materials will be removed from electronic reserve at the end of each semester.

How to submit materials for electronic reserve:

1. Print documents submitted to be scanned should be first generation clear copies, single sided, unstapled.
2. Documents already in electronic format may be submitted on flash drive or as an e-mail attachment.