

LIBRARY COURSE RESERVES POLICIES

The Library provides access to selected materials via Electronic Reserves (E-Res) or onsite reserves, at the Periodicals/Reserves desk, as requested by the instructor.

General Information

The Schaurman Library Course Reserves Service supports the academic mission of El Camino College and acts as an extension of the classroom by providing access to supplementary course materials for specific classes.

The service is provided, upon instructor initiation, within the bounds of the fair use guidelines of the Copyright Act as described in Title 17, United States Code. This service is for the use of all faculty, students, and staff of El Camino College.

The service is not designed to replace textbooks or course packs. Materials are placed on Course Reserves only during the time period they are required by a particular course. The Public Access Services and Electronic Resources Librarians determine whether instructor requests fall within the Course Reserves Policy. We are not able to process requests that fall outside the scope of the service.

What Can Be Placed on Course Reserves?

Items that can be placed on reserve include: books, articles, media, and instructor-owned copies of materials. Electronic Reserves Service is also available for some items. Please review details of the E-Res policy at: <http://eres.elcamino.edu/eres/default.aspx>

Books: A course textbook, provided by the instructor or grant dollars, may be retained on reserve for limited checkout by students. A chapter or portion of a book may also be photocopied within copyright fair use guidelines and placed on reserve.

Media: *Original* editions of sound recordings, videotapes, DVDs, microforms, and any other library-owned or instructor-owned media may be placed on Course Reserves or retained in the Learning Resources Center. Copies cannot be accepted.

Instructor-Owned Materials: A personal copy of an item can be accepted for the Reserves Collection. Instructors may lend their personally-owned, legally obtained books, articles, or other materials to the Library for the use of library patrons. If an item is lent to the Library, it will be affixed with minimum identification and circulation labels, and security strips. The Library will not be liable for damage or loss of such materials.

Other: The Library can also place items such as the following on reserve without obtaining permission from a rights holder:

- Exams, exam keys, lecture notes, and homework solutions
- Student papers (Instructors, however, must submit written permission from the student authors.)
- U.S. government publications
- Material for which the instructor is the copyright holder
- Material within the public domain

Items in the public domain do not have a copyright holder and therefore do not require permission; however, there may be cases where the proscribed use is prohibited (streaming audio, for example). When it is determined that a Course Reserves request cannot be processed, the Reserves Supervisor will contact the person submitting the request.

What Cannot Be Placed on Course Reserves?

Items that cannot be placed on reserve include: archival materials, copies of media materials, materials belonging to other libraries, and consumable workbooks, exercise sheets, standardized test booklets, etc. that are intended primarily for use in the classroom or by individual students. Materials printed from the internet or digitized works must have appropriate copyright releases. Instructors may be asked to show proof of copyright compliance.

Fair Use and Copyright

The Schauerman Library makes a good faith effort to adhere to the U.S. copyright law and fair use guidelines. See the Library's copyright page for specifics at:

<http://www.elcamino.edu/copyright/index.asp>

Contact:

Public Access Services Librarian	(310) 660-3593 x3876
Reference Services and Electronic Resources Librarian	(310) 660-3593 x6482
Periodicals Technician and Reserves Supervisor	(310) 660-3593 x3882