

# Central Piedmont Community College Libraries

## Course Reserve Guidelines

The CPCC Libraries provide reserve services to its faculty members. Reserved materials are placed at the library's circulation or media desks.

Please use the following guidelines when placing materials on reserve for class use:

1. Instructors must complete the Reserve Request Form obtainable at the circulation, media desk or online at:  
<http://www.cpcc.edu/forms/library/reserves.asp>.
2. Allow 24-48 hours processing time. A confirmation will be sent to the instructor when the items are processed and ready for use.
3. Personal books and other materials are acceptable for reserve. However, the library is not responsible for any damage or loss of personal items.
4. The course reserve materials may include copyrighted materials (books, chapters from books, journal articles, and videos) and non-copyrighted materials (lecture notes and sample tests). The CPCC libraries comply with the U.S. Copyright Act (Title 17, U.S. Code). This law is available online at:  
[www.loc.gov/copyright/title17](http://www.loc.gov/copyright/title17).
5. All reserve materials will be reviewed at the end of each semester to ensure relevance and copyright compliance.
6. Some of the copyrighted materials included in the Course Reserve collection may be covered by Fair Use provisions of the U.S. Copyright Act (Section 107). The following four factors must be considered in determining Fair Use:
  - Purpose: the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit education purposes.
  - Nature: the nature of the copyrighted work.
  - Amount: the amount and substantiality of the portion used in relation to the copyrighted work as a whole.
  - Effect: the effect of the use upon the potential market for or value of the copyrighted work.Fair Use allows the reproduction, mostly by photocopying, of copyrighted material for educational and scholarly purposes provided that:
  - Repetitive copying semester after semester requires obtaining permission. Faculty must obtain permission by notifying the Copyright Clearance Center online. ([www.copyright.com](http://www.copyright.com))

- The distribution of the same photocopied material does not occur every semester per instructor (different instructor or different course does not count as a repeat) without proof of copyright clearance.
- Students cannot be charged beyond the actual cost of photocopying.
- Consumable works such as workbook or standardized tests are not permitted.
- Creation of anthologies as basic text material for a course requires obtaining permission.
- The following restrictions shall apply in concerns of brevity: poetry – a complete poem if less than 250 words and if printed on not more than 2 pages or an excerpt of not more that 250 words from a longer poem; prose – a complete article, story or essay of less than 2,500 words or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less; illustration – one chart, graph, diagram, drawing, carton or picture per book or periodical issue; 10% or less of a program taped on video from a TV broadcast.
- Materials borrowed from another library, from video rental stores, or unlawful copies of items won't be placed on reserve.

7. The CPCC Library Reserve Guidelines are based on the American Library Association's *Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use*. Guidelines include the following points:

- The amount of material placed on reserve should be reasonable in relation to the total amount of material assigned for the course, taking into consideration the nature of the course, its subject matter, and level.
- Number of copies should be reasonable in light of the number of students enrolled, difficulty and timing of assignments, and the number of other courses which may assign the same material.
- Material should contain a notice of copyright.
- Effect of photocopying should not be detrimental to the market for the work.

The library maintains the right to deny placement into paper or electronic format any material(s) it judges is beyond the boundaries of "fair use."