

Library Reserve Services

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For Students:

How and where can students access reserved materials?

"Reserves" are located at the far end of the Circulation counter, to the left of the Library entrance. A binder, usually updated on a daily basis, is kept at the Reserve counter. Items on reserve are listed by professor, title, author, call number, and course ID. Patrons may borrow one reserve item at a time.

You can also see a list of all items on reserve for a particular class by going to the [Drew Library Catalog](#). Once in the Catalog, click on "Reserves" in the list at the top of the page. A list of professors with items currently on reserve will appear. Materials on reserve appear in alphabetical order by title under the professor's name in both the binder at the desk and in the online Catalog. Library staff will retrieve requested Reserve materials and will assist patrons in identifying reserve items.

Library books on reserve may go out overnight, with certain restrictions, but all other items must be used in the Library. Patrons may check out Drew Library books on reserve for overnight use up to two hours before Circulation Services end; the book will be due back to the Reserve desk within two hours after the Library opens the following day.

How is this area related to Moodle?

Drew University Moodle is the learning management system through which University faculty may provide electronic course materials for their students' use; the K: drive may also be used for this purpose. Neither Moodle nor the K: drive are related to the Library's Reserve Room, except that all these enable faculty members to share selected resources with all members of a particular class.

Information for Faculty:

Placing Items on Reserve in the Library:

When to Submit Reserve Requests

To assure availability of material prior to the start of classes please submit your reserve request lists for the Fall Term by August 1, for January Term by December 1, for Spring Term by January 3, and for Summer Term by May 1 (unless other dates are specified). Time must be allowed to recall books that are checked out since borrowers may not be on campus during January and Summer sessions. Lists are processed in the order received. Please advise the Circulation Supervisor – Reserves of special circumstances, i.e. books not received by book store, a professor taking over a class on short notice, etc. Requests that are submitted during the first weeks of classes may be delayed due to the large volume of reserve processing at the beginning of each term. Reserve materials are removed from reserve at the end of the term unless a specific extension was requested.

Please confirm that materials are on reserve prior to issuing an assignment to the class. This may be done by accessing the [Drew Library Catalog](#). Once in the Catalog, click on "Reserves" in the list at the top of the catalog page. A list of professors with items currently on reserve will appear. Materials on reserve appear in alphabetical order by title under the professor's name in both the binder at the desk and in the online Catalog.

How to Submit Reserve Requests

Professors may place items such as Library-owned materials, personal books, Media Library films, and photocopied articles on reserve. Entire works from other institutions or owned by other entities may not be placed on reserve.

Faculty may place their own, purchased videocassettes and DVDs on reserve. Neither media owned by another institution or entity nor illegally-recorded media may be placed on reserve.

Request lists may be submitted by filling out a 'Library Reserve List' form available at the Library's Reserve Counter, emailing a list to jahlers@drew.edu, completing the on-line 'Reserve Desk Placement Request' form found on the library's website, or faxing a list to the Library at 973-408-3589, attention: Judy Ahlers; the professor's name and course ID plus the author, title and call number for each book must be included.

Professors may also use the select list feature in our Catalog for Library-owned items if you are submitting a list of Library-owned items. Select the desired titles, include your name and course number in the message field, and send the list to jahlers@drew.edu.

Handling Various Formats

Books

Please include the author, title, and call number of each book on your list. If the book is not in the collection, we may be able to request that our Acquisitions Department purchase the title. It may take up to six weeks or more to obtain and process a current publication and place it on reserve. Books that are charged out will need to be recalled. On occasion, a book that is listed as available in the catalog will not be on the shelf. We will initiate a search for that book and notify you when an item is placed on reserve. You will be notified of the status of any work ordered, recalled, or searched.

Photocopies

Copies of articles and chapters from books may be placed on reserve. Copying should not exceed the fair use guidelines described in Section 107 of the Copyright Act of 1976; use of reproduced items or articles must fall within the stipulated copyright guidelines for the University and for the Library. Photocopies of complete books or entire issues of journals will not be placed on reserve. All reserve photocopies will be stamped with a copyright notice. If you have placed an article on Moodle for your students, we may also wish to place one copy on reserve in the Library in the event of hardware/software problems.

Personal Books

We will place personal books on reserve. A security tag will be placed in the material. The Library cannot be responsible for damage resulting from usage.

Electronic reserve

We do not handle electronic reserves here in the Library. You may contact The Service Center at 973-408-4357 for assistance and information about electronic reserves.

Course packets

Course packets may not be placed on reserve due to copyright restrictions.

DVDs and Videotapes

Media Library materials may be placed on reserve by contacting Judy Ahlers at jahlers@drew.edu as outlined above. Faculty may request the purchase of films not already in the Media Library collection by completing a "Media Purchase Request" form available at <https://www.drew.edu/library/about/forms/media-purchase>.

Faculty may have their own, purchased videocassettes and DVDs placed on reserve. Media owned by other institutions or entities may not be placed on reserve; illegally-recorded and off-air recorded material may not be placed on reserve. Complete a Reserve Request Form and submit the form and the media to the Reserve Counter. Call number stickers, reserve straps, and barcodes will be affixed to the covers and security strips will be affixed to the items. The Library cannot be responsible for damage resulting from usage.

Reserve Contact Information:

Judith Ahlers, Circulation Supervisor-Reserves
973-408-3589, Fax 973-408-3770
jahlers@drew.edu
Drew University Library

Copyright Guidelines:

The Drew University Library Reserve Room policy is derived from the fair use guidelines of the United States Copyright Act of 1976, amended through 2004. For more information, see "Copyright Law of the United States and America and Related Laws Contained in Title 17 of the United States Code", available at <http://www.copyright.gov/title17>. We will not place materials on Reserve if the nature, scope or extent of copying is judged to exceed limits of fair use. <http://www.copyright.gov/title17/92chap1.html#107>

Fair Use

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phono records. This right is subject to certain limitations found in sections 107 through 118 of the copyright act (title 17, U.S. Code). One of the more important limitations is the doctrine of "fair use." Although fair use was not mentioned in the previous copyright law, the doctrine has developed through a substantial number of court decisions over the years. This doctrine has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered "fair," such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;

2. The nature of the copyrighted work;
3. Amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The distinction between “fair use” and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The safest course is always to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission.

When it is impracticable to obtain permission, use of copyrighted material should be avoided unless the doctrine of “fair use” would clearly apply to the situation. The Copyright Office can neither determine if a certain use may be considered “fair” nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

The Library of Congress
27-Apr-2002

For more information, see “Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code,” <http://www.copyright.gov/title17/>.