

# Kirkwood Community College

## Course Reserve Policy

### **GENERAL GUIDELINES**

Requests to put items on reserve should be submitted two business days before the material is needed. [A reserve form](#) (available online and in the library) should be completed and the material brought to the circulation desk. On the form, you will indicate the length of checkout and whether or not the item can be removed from the library.

At the end of each semester or session, you will be contacted by email to either pick up the item or to renew for the following term, unless indicated otherwise on the reserve form.

Photocopied materials may not be placed on reserve more than one semester without seeking permission from the copyright holder and should be no more than 10% of a copyrighted work. Copies or scans for reserves must meet the standards of fair use as outlined in Section 107 of the U.S. Copyright Law, or have the explicit permission of the copyright holder. They should also include bibliographic information. For more information, please see the "[Fair Use Guidelines](#)" tab in LibGuides.

Currently, the library does not do e-reserves.

### **Material which CAN be placed on Reserve**

(Please note: The library is not responsible for loss or damage to personal copies.)

Books owned by the library

Personal copies of books

Periodical issues owned by the library

Personal copies of periodicals

Articles owned by the library through subscription databases. However, it is preferable to deliver these electronically. Please contact a librarian if you have questions.

Videos or audio recordings owned by the library

Personally owned videos or audio recordings, not to include duplicated or rented copies.

Course ephemera such as a syllabus, assignments, lecture notes, problem solutions, etc.

United States Government publications

Materials in the public domain (copyright has expired)

**Material which CANNOT be placed on Reserve**

Interlibrary loan materials

Reference books owned by the library

E-books that are part of the library collection. Students have access to these books 24 hours each day, 7 days per week.

Articles not owned by the library or instructor may not be put on reserve for more than one semester, unless copyright permission is obtained. Please contact a librarian.

**Contact Information**

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This policy was last revised October, 2013