

**MORTVEDT LIBRARY  
PACIFIC LUTHERAN UNIVERSITY**

**RESERVE MATERIALS POLICIES AND GUIDELINES FOR FACULTY**

URL: [http://ereserve.plu.edu/guidel/respolicy\\_jun05.pdf](http://ereserve.plu.edu/guidel/respolicy_jun05.pdf)

Mortvedt Library maintains a restricted collection of reserved books and other materials to meet the needs of students in classes where there is a heavy reliance upon a limited number of resources. The reserve shelf is not a substitute for the purchase of required textbooks, nor should it serve to discourage students from exploring and using a wide range of materials in the general collection.

In selecting titles for the reserve shelf, faculty should consider the class enrollment, length and type of assignment, number of available copies, and duration of the loan period. The period selected, the number of copies provided, and the assignments should be consistent with sound principles of rationing limited resources.

Procedures for placing materials on the reserve shelf vary with the type of material. In all instances, it is **essential** to allow adequate time for processing. Materials will be processed on a “first come, first served” basis. During peak processing times at the beginning of each term, please allow 1 week for print material and 3 weeks for electronic reserves.

**Books from the general collection** should be brought to the Circulation Desk or the Reserves Desk in advance, as indicated above. Alternatively, a list with title, author, copyright date (if appropriate), and call number may be submitted to the Reserves Desk. Allow sufficient time for retrieval or recall of items. Additional titles may be added later, if necessary. Books are automatically returned to the general collection at the end of each term unless the Reserves Desk is notified in advance that the same titles will be needed for the next term.

**Photocopies from journals or excerpts from larger works** must be provided by the faculty member who is personally responsible for complying with the Copyright Law. Library staff members may not copy such material for the faculty. The photocopies should be delivered to the Circulation Desk or Reserves Desk with each copy in its own file folder or all copies in a binder, depending on the preference of the instructor. Upon submission of the reserve materials, instructors will be required to sign a Copyright Compliance Agreement. All faculty members are encouraged to read the section on “Copyright Laws and Photocopying Restrictions” in the [Faculty Handbook](#) at <http://www.plu.edu/%7Eprovost/doc/faculty-handbook-1.pdf>

All excerpts should include a full bibliographic citation.

**Personal copies** of books, videos, etc. may be placed on reserve with the understanding that the library will not be held responsible for loss or damage. Personal copies will be processed with labels, security strips, and barcodes and will be returned to the faculty at the end of the term.

**Electronic reserves:** certain reserve material may also be placed on electronic reserves. For detailed instructions, read “Guidelines for the Faculty” online at <http://ereserve.plu.edu/guidel>

The reserve collection is a valuable resource for classroom instruction and the Library appreciates the help and cooperation of the faculty in maintaining it.

## RESERVES SUBMISSION

**Books from the general collection and/or personal copies** are brought to the Circulation Desk or Reserves Desk. Alternatively, a list complete with title, author, call number, and copyright date (if needed) may be submitted to the Reserves Desk. Please allow sufficient time for retrieval and processing time, at least a week at the beginning of each term. A Reserve Request Form is filled out at that time to indicate the loan periods for each item.

**Excerpts** are photocopied and placed into separate file folders/binders by the faculty member. Faculty must complete the Reserve Request Form and sign a copyright compliance statement.

Other materials accepted at the Circulation Desk:

- Class syllabi and notes
- Homework solutions
- Sample tests
- Software
- Videos
- CDs
- Audio cassettes

**Please clearly indicate the manner in which such material should be titled.** For example, material should be titled exactly as noted in the course syllabus or as referred to in lectures.

### Electronic Reserves:

Before submitting material for electronic reserves, please read "Guidelines for the Faculty" located online at <http://ereserve.plu.edu/guidel>.

- Photocopies may be scanned for electronic reserve processing. The instructor may choose to place photocopies on reserve for traditional checkout as well or provide electronic reserves only.
- Word documents, Powerpoint outlines, or Excel charts/spreadsheets should be submitted for electronic reserves on disks or sent to the Reserves Desk as email attachments to: [ereserve@plu.edu](mailto:ereserve@plu.edu)
- Student papers may be submitted on disks or as email attachments to [ereserve@plu.edu](mailto:ereserve@plu.edu)
- Material from the library online databases ProQuest, EbscoHost, and JStor can be linked through your reserves web page.
- Audio and video clips can be extracted from CD, VHS, and DVD sources to be used as streaming media for student access through eCourse. Details can be found in "Guidelines for the Faculty"

**When do items come off reserve?** Reserves material will be withdrawn at the end of the class finals. If a class is to be repeated the following term by the same instructor, reserves are renewed at the instructor's request. A new reserve request form must be submitted for each term materials are on reserve. The instructor is responsible for following copyright guidelines and signing a new copyright compliance form.

Personal copies are returned through Campus Mail.

The Reserve List for a course may be revised at any time.

If you have any questions regarding print, media and electronic reserves, please feel free to call x7175 or email Janet Allan, [allanjr@plu.edu](mailto:allanjr@plu.edu).