



Marymount University
Library & Learning Services
Reserve Request Form

COURSE INFORMATION

Instructor's Name: _____ Date: _____

Course name: _____ Course #: _____

Phone #: _____ E-mail: _____

To be placed on reserve at: Main Campus Ballston Center Blackboard

To be held on reserve for the: Fall semester Spring semester Summer

Copyright Compliance

As a faculty member, you assume responsibility for compliance with the Copyright Law of the United States for any photocopies you place on reserve. A request form must be filled out and signed by the requesting person each semester. Copies should:

- ❖ **Be used only one semester, or Marymount University must obtain copyright permission.**
- Include full bibliographic information for citing. Faculty members are encouraged to cite materials in the same manner on the syllabus and the reserve request.
- Include the copyright symbol from the article's first page or the preface of the book/journal.

What can be placed on reserve without obtaining copyright permission for one class and one semester:

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, essay, or short poem, whether or not from a collective work.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper.
- Commercially produced course packs. (May not be placed on Blackboard reserve.)
- Government publications.
- Library owned or rental DVDs/videos; videos of classroom activities.

Items requiring copyright permission:

- Multiple articles from one issue of a journal, periodical, or newspaper.
- Multiple chapters of one book.
- Videotapes which have been recorded from television programs may be placed on reserve one time; a copy of the program purchased or permission obtained is required for the next term's use. A copy of a broadcast network program may only be used ten days after the airdate.
- Off-air and cable programs; personally produced media containing copyrighted music.

Personal materials that may be placed on reserve:

- Exams, lecture notes, homework solutions.
- Student papers (with the student's written permission).
- One copy of any commercial video not part of the library's collection and purchased by the instructor.

Copyrighted materials that may not be placed on reserve:

- A photocopy of an entire book. (A library owned book or instructor's copy may be placed on reserve.)
- Multiple articles from a single journal issue.
- Books and media that have been requested through Interlibrary Loan or Consortium Loan Service.

Copyrighted materials that may not be placed on Blackboard reserve:

- Consumable items, including copyrighted workbooks, exercises, standardized tests, and answer sheets.
- Entire book or play.
- More than one article from the same issue of a journal or newspaper.
- More than one chapter from the same book.

Copyright Waiver:

I assume full responsibility for compliance with the copyright law regarding any reproduced material that I have submitted to be placed on reserve.

Instructor's signature: _____ Date: _____

RESERVE ITEMS. Supply all available information **OR** attach reserve list or bibliography. A Librarian or library circulation staff member can assist you in filling out the information below:

Title of book/journal/etc.: _____

Article Title: _____

Journal Volume: _____ **Number:** _____ **Date:** _____ **Pages:** _____

Author(s): _____ **Publisher:** _____ **Edition/Year:** _____

ISBN# _____ (for books only)

Instructor's copy? yes no

The library will do everything in its power to safeguard personal copies placed on reserve. However, the library will not pay replacement costs for lost or damaged personal copies.

Loan period:
 2 hours (library use only) 1 day loan 3 day loan 7 day loan 3 week loan Blackboard

FOR BLACKBOARD: Title of document: _____

In a folder? yes no **Name of folder:** _____

Title of book/journal/etc.: _____

Article Title: _____

Journal Volume: _____ **Number:** _____ **Date:** _____ **Pages:** _____

Author(s): _____ **Publisher:** _____ **Edition/Year:** _____

ISBN# _____ (for books only)

Instructor's copy? yes no

The library will do everything in its power to safeguard personal copies placed on reserve. However, the library will not pay replacement costs for lost or damaged personal copies.

Loan period:
 2 hours (library use only) 1 day loan 3 day loan 7 day loan 3 week loan Blackboard

FOR BLACKBOARD: Title of document: _____

In a folder? yes no **Name of folder:** _____

Title of book/journal/etc.: _____

Article Title: _____

Journal Volume: _____ **Number:** _____ **Date:** _____ **Pages:** _____

Author(s): _____ **Publisher:** _____ **Edition/Year:** _____

ISBN# _____ (for books only)

Instructor's copy? yes no

The library will do everything in its power to safeguard personal copies placed on reserve. However, the library will not pay replacement costs for lost or damaged personal copies.

Loan period:
 2 hours (library use only) 1 day loan 3 day loan 7 day loan 3 week loan Blackboard

FOR BLACKBOARD: Title of document: _____

In a folder? yes no **Name of folder:** _____

Title of book/journal/etc.: _____

Article Title: _____

Journal Volume: _____ **Number:** _____ **Date:** _____ **Pages:** _____

Author(s): _____ **Publisher:** _____ **Edition/Year:** _____

ISBN# _____ (for books only)

Instructor's copy? yes no

The library will do everything in its power to safeguard personal copies placed on reserve. However, the library will not pay replacement costs for lost or damaged personal copies.

Loan period:
 2 hours (library use only) 1 day loan 3 day loan 7 day loan 3 week loan Blackboard

FOR BLACKBOARD: Title of document: _____

In a folder? yes no **Name of folder:** _____

Title of book/journal/etc.: _____

Article Title: _____

Journal Volume: _____ **Number:** _____ **Date:** _____ **Pages:** _____

Author(s): _____ **Publisher:** _____ **Edition/Year:** _____

ISBN# _____ (for books only)

Instructor's copy? yes no

The library will do everything in its power to safeguard personal copies placed on reserve. However, the library will not pay replacement costs for lost or damaged personal copies.

Loan period:
 2 hours (library use only) 1 day loan 3 day loan 7 day loan 3 week loan Blackboard

FOR BLACKBOARD: Title of document: _____

In a folder? yes no **Name of folder:** _____

Title of book/journal/etc.: _____

Article Title: _____

Journal Volume: _____ **Number:** _____ **Date:** _____ **Pages:** _____

Author(s): _____ **Publisher:** _____ **Edition/Year:** _____

ISBN# _____ (for books only)

Instructor's copy? yes no

The library will do everything in its power to safeguard personal copies placed on reserve. However, the library will not pay replacement costs for lost or damaged personal copies.

Loan period:
 2 hours (library use only) 1 day loan 3 day loan 7 day loan 3 week loan Blackboard

FOR BLACKBOARD: Title of document: _____

In a folder? yes no **Name of folder:** _____

Marymount University Library and Learning Services

Information for Faculty

Course Reserves

What can be put on reserve:

- Marymount books. If we do not own it, we will place a Rush order for it, but it may take 15-30 days.
- Personal books or photocopies supplied by you. If the library owns a copy of the book, the library copy will be placed on reserve.
- Homework solutions, exams, lecture notes, practice or sample tests or exams.
- Media items such as videotapes, slides, and recordings; CDs. Media items must comply with off-air recording guidelines.
- Electronic documents, including links to other web pages, can be posted to a Blackboard site.

What you need:

- Submit a completed, signed reserve request form for each course each semester (available at the circulation desk or on-line). Incomplete requests may delay reserves processing.
- Instructors must provide complete citation information for each item to be placed on course reserve and/or electronic reserve. You may attach a bibliography or syllabus containing citation information or use the supplemental pages of the reserve request form.
- Photocopied materials submitted for course reserve must include the source's copyright symbol. Refer to the Reserve Request form for information on copyright compliance. **Library staff will assist you in obtaining copyright permission if needed.**
- The items that you wish to place on reserve. Faculty members should provide clean, clear 8 ½ x 11 photocopies. Copyright guidelines prevent library staff from providing photocopy assistance for reserve material.
- We make every effort to safeguard your personal items, but the library is not responsible for replacing lost or damaged items.

Where can you bring your reserve requests?

- Main Library Circulation Desk. Or fax to (703) 284-1685.
- Ballston Center Library Extension. Or fax to (703) 284-5991.

What is the deadline for making reserve requests?

- Allow 3 working days for your reserve items to be processed. Items that need to be on reserve the first two weeks of class should be submitted as early as possible. The beginning of the semester is particularly busy. ***Instructors are encouraged to make their requests in advance, before the students need the materials.***

How do students get items on reserve?

- For print items and media reserves, students should go to Circulation Desk at the Main Library.
- For print items at Ballston, students should go to Room 524 at the Ballston Center Library Extension.
- Electronic reserves are available on-line on your course site at <http://bb.marymount.edu>.

If you have questions:

- Contact any staff member at the Circulation Desk. Call the Library (703) 284-1533.
- Contact staff members at the Ballston Center Library Extension at (703) 284-5949.
- E-mail: library@marymount.edu.
- Liaison librarians are available to assist faculty with planning, obtaining, and locating their course reserves. However, faculty members must still submit a signed form in order to make a reserve request.

Removing Items on reserve

- At the end of the semester, your personal items will be returned, and Marymount items will be re-shelved.

Marymount University Library and Learning Services Information for Faculty

Blackboard Electronic Reserve

What can be put on Blackboard Electronic Reserve?

- Personal photocopies you supply.
- Homework assignments, homework solutions; practice or sample tests or exams.
- Files in GIF, JPEG, HTML and PDF can be placed on your Blackboard site.
- Word-processed or plain text formatted documents can be placed on your Blackboard site.
- Internet URLs (web site addresses).
- There is no limit on the number of items that can be placed on Electronic Reserve.

What you need:

- You must activate your Blackboard course page for each course you are teaching. Every on campus course at Marymount has a related Blackboard course.
 - View information online at: <http://www.marymount.edu/its/bb/faculty.cfm>
 - Call Blackboard support at (703) 526-6900 or e-mail bbsupport@marymount.edu
 - **Instructors must obtain an email address from their department in order to log-on to their Blackboard course page.**
 - A library reserve request form filled out for each course each semester.
- Instructors must provide complete citation information for each item to be placed on course reserve and/or electronic reserve. Faculty may attach a bibliography or syllabus with citation information or use supplemental pages of the reserve request form.
- Photocopied materials submitted for course reserve must include the source's copyright symbol. **Library staff will assist you in obtaining copyright permission if needed.**
- The items that you wish to place on reserve. Faculty members should provide clean, clear 8 ½ x 11 photocopies. Copyright guidelines prevent library staff from providing photocopy assistance for reserve material.
- Materials may also be submitted electronically.

Where can you bring your Blackboard Electronic Reserve requests?

- Main Library Circulation Desk. Or fax to (703) 284-1685.
- Ballston Center Library Extension. Or fax to (703) 284-5991.

What is the deadline for making reserve requests?

- Allow 3 working days for your reserve items to be processed. Items that need to be on reserve the first two weeks of class should be submitted as early as possible. The beginning of the semester is particularly busy. ***Instructors are encouraged to make their requests in advance, before the students need the materials.***

How do students access items on Blackboard Electronic Reserve?

- By clicking on a link to the specific course within the Blackboard site:
 - <http://bb.marymount.edu/>
 - <https://mymarymount.edu/portal/dt>

If you have questions:

- For placing course reserve material on your Blackboard site contact any staff member at the Main Library Circulation Desk (703) 284-1533.
- E-mail library@marymount.edu
- Contact staff members at the Ballston Center Library Extension at (703) 284-5949.
- Liaison librarians are available to assist faculty with planning, obtaining, and locating their course reserves. However, faculty members must still submit a signed form in order to make a reserve request.

Removing Items on Reserve

- At the conclusion of the course, electronic files will be removed from the course site.