



Leonard Lief Library Faculty Course Reserves Collection Procedures

The Reserve collection is located at the Reserve Desk on the first floor. Required readings for a particular course are placed on reserve for limited circulation at the request of the instructor. All reserve items will be placed on non-circulating, two-hour loan reserve. Reserve items are not allowed to leave the Library and are due back to the Reserve Desk within two hours of their initial checkout.

Course Reserve Procedure

Faculty wishing to place items on reserve should submit a Reserve request form (available at the Reserve Desk and on the library website) at least three (3) weeks prior to the beginning of the semester. Due to the heavy volume of reserve requests, items submitted later will be processed on a first-come, first-serve basis (no exceptions!). On average, reserve processing time should not exceed three (3) days. **Faculty is responsible for copyright clearance.**

At the end of the semester, reserve items are removed immediately following Final Exams. Faculty who wish to keep these items on Reserve for a longer period of time **should contact the Reserve Desk**. Otherwise, items will be removed from the Reserve shelves.

For more information, contact the Reserve Desk at (718) 960-8081.

To Place Books on Course Reserve

Please gather books from the stacks and fill out a request form available at the Reserve Desk or download the form from the library website. Indicate the course and bibliographic information. Faculty may also request that a library staff member retrieve books to be placed on course reserve.

To Request Books Ordered for Reserve

Notify the Reserve Manager and fill out a request form. Also, please indicate if books are available at the campus Bookstore.

To Place Personal Copies and Textbooks on Reserve

If faculty wish to place personal copies on Reserve, be certain to write your name on the reserve item and indicate in the Reserve request form. Please be aware that the Library cannot assume responsibility for the condition of personal copies.

Textbooks on Reserve

Select textbooks - not every required textbook - for current courses offered at Lehman College are available on Reserve. It is best to check the **CUNY+** catalog to determine the Library actually owns the book before making a request.

To Place Articles on Reserve

Photocopies and reproductions of copyrighted materials must be in compliance with the Copyright Law (Title 17, U.S. Code). Photocopies or excerpts from books may also be placed on two-hour Reserve. Faculty is responsible for providing clear photocopies.

To Place Electronic Copies on Blackboard

Electronic copies of Reserve materials provide access to reserve course material via Blackboard. Articles, exams and book chapters may be scanned for instructors by the Reserve Manager. It is the instructor's responsibility to upload these files onto Blackboard). Students enrolled only in these courses will be able to access course material by using the Blackboard password via the CUNY Portal. Faculty should submit materials in legible print format. Book chapters must be photocopied to 8-1/2 x 11" paper. The Reserve Manager will scan them into PDF files. Copies will be discarded unless faculty request them to be returned. Please consult with the Reserve Manager regarding other formats.

Leonard Lief Library Copyright Policy

The library policy for course reserve materials is derived from the fair use provisions of the U.S. Copyright Act of 1976. Section 107 of the Copyright Act expressly permits making multiple copies for classroom use:

Notwithstanding the provisions of sections 706 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

- 1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;*
- 2. The nature of the copyrighted work;*
- 3. The 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.*

I. Single Copying for Instructors

A single copy may be made of any of the following by or for an instructor at their individual request for scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the instructor teaching the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below;
- B. Meets the cumulative effect test as defined below;
- C. Each copy includes a notice of copyright.

Definitions

Brevity

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages; or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2500 words; or (b) an excerpt from any prose work not more than 1000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue.
- iv. "Special" works: Certain works in poetry, prose or poetic prose, which often combine language with illustrations and are intended either for children or a more general audience, fall short of 2500 words in their entirety. Such "special works" may not be reproduced in their entirety. However, an excerpt comprising not more than two published pages of such special works and not containing more than 10% of the text may be reproduced.

Spontaneity

- i. The copying is at the instance and inspiration of the individual instructor; a
- ii. The inspiration and decision to use the work, and the moment of its use for maximum teaching effectiveness are so close in time; it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- i. Copying of the material is only for one course in the institution for which copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collection or periodical volume during one class term.

- iii. There will not be more than nine instances of such multiple copying for one course during one class term. (This will not apply to current news periodicals and newspapers and current news sections of other periodicals).

III. Prohibitions to I and II above

Notwithstanding any of the above, the following will be prohibited:

- A. Copying will not be used to create, replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated, reproduced and used separately.
- B. There will be no copying from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and related consumable material.
- C. Copying will not:
 - a. substitute for the purchase of books, publishers' reprints or periodicals;
 - b. be directed by higher authority;
 - c. be repeated with respect to the same item by the same instructor over term to term.
- D. No charge will be made to students beyond the actual cost of photocopying.