

UIW Libraries Course Reserves Policy

Pursuant to the federal Copyright Act (Title 17 of the United States Code), it is preemptively unlawful to reproduce, distribute, or publicly display any copyrighted work (or any substantial portion thereof) without the permission of the copyright owner. The statute, however, recognizes exceptions and limitations to the exclusive rights of owners including exceptions that are considered to be fair use, are for specific educational purposes, or are assistive to persons with disabilities. The UIW Libraries operate with the understanding that allowing limited holdings of duplications of copyrighted materials as part of its course reserves service requires that the usage be solely for the purposes of private study, scholarship, and research and in alignment with the guidelines of fair use and other sections of U.S. Copyright Law. UIW will always follow U.S. copyright law, and the policy is subject to change at any time to remain in compliance with U.S. copyright law.

General Information:

UIW Libraries course reserves service allows faculty to place high-demand items, typically supplemental readings, at the Circulation Desk to help ensure item access to students enrolled in a specific course. Items can be coded as *in-house use only* or can be checked out of the library for a period of time specified by the faculty member. The system defaults include: overnight, 2-day and 1 week reserve item check out.

UIW Libraries uphold the standards of federal Copyright Act (Title 17 of the United States Code), regarding the exclusive rights of owners, the limitations on exclusive rights and fair use, and the rights granted as part of the First Sale Doctrine in relation to the Libraries' course reserves service. The University of the Incarnate Word Libraries developed its policy based on the [Code of Best Practices in Fair Use](#) by the Association of Research Libraries (ARL).

All materials that are placed on course reserve, must be lawfully obtained copies. The types of materials that may be placed on reserve include:

- Books and audio/visual materials that are in the UIW Libraries' circulating collection.
- Faculty personal items in support the curriculum and research:
 - Textbooks (excluding consumables, sample tests answer sheets, etc.)
 - A photocopy of one (1) chapter or ten percent (10%) of a book whichever is less. ** ^
 - A personal copy of an audio CD, CD-ROM, DVD, DVD-ROM in its original format that is lawfully obtained (no homemade copies or changed formats) **

- Photocopy of a journal article / book chapter the library does not hold in its collection for one semester without permission. Not more than one (1) article from a journal or one article by the same author may be placed on reserve for the same class during the same semester. ** ^
- Faculty/Student works (including audio/video) and class notes may be put on reserve with written permission from the faculty/student.

Materials that may not be placed on reserve:

- Libraries' non-circulating collections (Reference, Special Collections)
- Books and physical media that belong to other libraries (obtained through interlibrary loan)
- Copies of anything not legally obtained
- Homemade recordings (duplications) from original audiovisual materials.
- Homemade recordings of broadcast radio/TV programs that were aired more than 45 days before use.
- Materials that will not be used during the current semester

Additional considerations: Librarians may be able to purchase non-textbook materials for the libraries' collections and can help to identify if a digital version of the resource is licensed and available to UIW students and faculty. Please contact your [liaison librarian](#) for details. Faculty wishing to place items on permanent reserve, please speak with Circulation Staff.

**** One semester only; additional semesters will require written permission from the copyright holder**

^ See [Stanford Libraries Proposed Educational Guidelines for Fair Use](#)

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"This policy is subject to change without notice"