Reserves at Ames Library

The following document provides information on electronic and physical reserve policies, how to place a reserve request, copyright, and contact information for library staff. Please refer to these policies when making your reserve requests.

Placing Requests

Reserve requests are accepted throughout the year. Material needed at the start of a new term should be submitted at least one month in advance. See Reserve Request Deadline below for specific dates.

There are several options for placing requests:

- Email a copy of your reading list or syllabus to the Reserves Coordinator. Reserve material should be clearly noted (see here for examples), with complete citation information and page number(s) included for all items requested.
- Complete the Online Form. Make sure you have citation information on hand when completing the form.
- Submit the PDF Ames Library Reserve Request Form. This form can be filled in electronically, saved, and sent via email attachment to Reserves. If you prefer, you may print the form and send through campus mail or leave at the library circulation desk along with material you are requesting for reserve.

If you choose to submit a request electronically but will be supplying personal copies of material for reserve, please attach a note to the personal copies containing your name and the course number for which the material is needed.

Reserve Request Deadline

Requests for reserve material are accepted at any time throughout the year. However, in order to have material ready at the beginning of a new semester we ask that requests be submitted by the following dates:

- August 1st for Fall
- December 1st for Spring
- April 1st for May

An email reminder regarding the due date is sent to faculty several weeks in advance.
Electronic Reserves, Moodle and MyIWU

There are three options for making electronic content available to students:

- E-Reserves
- Moodle
- MyIWU

E-Reserves are electronic course pages maintained and managed by the library. Moodle and MyIWU course pages can be instructor managed or library managed. The library tracks copyright for all material posted regardless of the option selected. The same copyright and use guidelines apply to all electronic content. Please see below for specific copyright policies.

For E-Reserve course pages, the library will scan, post, and manage all material placed on reserve. For Moodle and MyIWU course pages the library can scan, post and manage all material on reserve or scan material needed and supply to the instructor for posting. For assistance adding reserve material to Moodle or MyIWU please contact the Reserves Department.

Guidelines for Electronic Content

- **There is a 60 item limit** for readings on E-Reserve, Moodle and MyIWU. There is no limit for links or digital audio files.

- **No more than 20%** of the total page number from a book, work of prose or play can be digitized. Small clips taken from films (10% or less of the total length) may be digitized for electronic access.

- **Electronic pages are password protected**, and access is limited to library staff, instructors and students enrolled in the course.

- **When establishing E-Reserves, Moodle, and MyIWU course pages we ask that you submit a reading list or syllabus** containing citation information for all material on reserve in order to track copyright.

- **E-Reserves are archived at the end of each semester**, access is suppressed and the page is not visible when the course is not offered. To have a course page visibility restored please contact Reserves.

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**Physical Reserves**

Physical reserves can consist of books, journal volumes, films, audio CDs and cassettes, and photocopies of book chapters or journal articles. They are shelved at the circulation desk, checked out to students for a specified time period (usually 2-4 hours) and are for use within the library only. Students and instructors must request physical items at the circulation desk.
Guidelines for Physical Reserves

- **Physical copies obtained through interlibrary loan cannot be placed on reserve.** Only library owned or instructor owned material may be used. Photocopies of journal articles and small selections from books obtained through interlibrary loan may be placed on physical reserve.

- **Dubbed or copied DVDs, CDs, VHS or audio cassettes cannot be placed on physical reserve.** This includes programs recorded from television or material taken from the internet.

- **No more than 20% of the total page number from a book, work of prose or play can be photocopied for physical reserve.**

- **Instructor owned copies are allowed one-time use.** For future use the library should purchase in order to be copyright compliant.

How to Access Your Reserves

Physical Reserves

To see a list of the material you have on physical reserve please search the Ames Library catalog. Follow the link for Course Reserves, and use the search fields to find your course by course number, instructor or department. Once you have made your selection click “Find” to view a list of the items on reserve.

Physical reserves are temporarily shelved at the Ames Library circulation desk and usually available for check out for a 2-4 hour time period. Faculty or students with disabilities can ask for an extension of time if material will be needed longer.

E-Reserves

To view material on E-reserve, go to the Electronic Reserves course search site:

- To search by name, select the tab “course pages by instructor” and use the drop down arrow to search for your courses by name.
- Click “Search” to display a list of the courses on e-reserve.
- Select the link for the course you wish to view.
- Enter your password at prompt for access to the course list.

For easy access, the link to Electronic Reserves can be included in your syllabus and posted on a Moodle or MyIWU page created for your courses. Use these links to access Moodle or MyIWU.
Copyright Information for Reserves

The following copyright guidelines are for reserve material at Ames Library. The guidelines apply to all reserve options (physical, e-reserves, Moodle and MyIWU).

- **Reserves are intended to be used as supplemental material**, and should not be used as a substitute for the purchase of required course material or textbooks.

- **Physical material borrowed from other institutions cannot be placed on physical reserve.**

- **No more than 20% of the total page number** from a book, work of prose or play can be photocopied for physical reserve or digitized for e-reserve, Moodle or MyIWU course pages.

- **Dubbed or copied DVDs, CDs, VHS or audio cassettes cannot be placed on physical reserve.** This includes programs recorded from television or copyrighted material taken from the internet.

- In most instances, **audio or video recorded from television or downloaded from the internet cannot be placed on reserve.** Links to programs legally provided online can be included on electronic course pages (e.g. programs freely available on nbc.com or pbs.org). We cannot post links to copyrighted material illegally posted on the web.

- **Small portions taken from legally obtained, copyrighted videos or DVDs can be digitized for electronic reserve.** As a general rule no more than 10% of the film’s total length. For example, if a documentary or film is 30 minutes long 3 minutes or less can be digitized for electronic access.

- **First time use of non-library owned material is allowed.** If you plan to use the material a second time the library will purchase the material or secure copyright permission for use.

- **If the library seeks copyright permission for material use and the request is denied, the material cannot be used for reserve.** In some instances the material cannot be posted electronically but can be placed on physical reserve.

For questions or additional information please contact the Reserves Department.