Reserve Collection Policy

Print Reserves

Purpose
The Reserve Collection is composed of resources which are deemed necessary to specific course(s) by the Faculty or Library Staff member. This is an active, circulating collection and as such is monitored for use; items which have been dormant or have a low record of use in the last academic year may be removed from the Reserve Collection.

Materials Accepted for Reserves:

- Books within the Library’s general collection
- Textbooks
  - Article from journals or chapters within books
  - All photocopies are reviewed for copyright clearance each semester by Library Staff
- Personal copies of books or articles
  - Note: these will be processed with labels and stickers. Faculty are advised not to provide copies of rare or valuable items, as these are accepted only at the lender’s risk and will not be replaced if lost, stolen or damaged while in the Reserve collection
- Legal copies of DVDs/Videos/CDs
- Other types of materials, such as kits, and models, if these meet the physical limitations of the space
- Custom or in-house publications, WITH the copyright holder permission

Materials NOT Accepted for Reserves:

- Electronic/audiovisual materials that have been copied from the originals, including:
  - DVDs and videos, burned CDs and computer software
  - Material downloaded from the Internet illegally
  - Television programs videotaped from home systems
- Library reference books
- Materials belonging to another library
- Materials from any Special Collections such as the York University Collections
- Materials, books and articles, which are marked with highlighting, hand written notations or other non-original marking.
Procedure

For personal copies, faculty must provide:

- The item (book or article)
- Faculty’s name and contact
- Course code and course name
- Length of loan period
- End date of reserve (i.e. 2wks, end of semester, up to 2 uninterrupted semesters)

For materials from the library’s collection, faculty must provide:

- Faculty’s name and contact
- Course code and course name
- Length of loan period
- End date of reserve (i.e. 2wks, end of semester, up to 2 uninterrupted semesters)

Library Staff will:

- Process reserve request within a two week period
- Verify copyright compliance prior to acceptance as a reserve
- Identify if materials are available from electronic sources such as the library databases and advise/create persistent links
Ereserves

Purpose
The purpose of Ereserves are to allow for simultaneous, 24/7, on and off campus access to electronic materials for all students in a class. The materials are selected by faculty and may contain both required and supplemental reading. This is a collection of materials for a course from journals and books organized that must meet the copyright guidelines before posting, for the duration of a semester.

Materials Accepted for Ereserves

- Journal articles
- Book chapters
- Other materials such as lecture notes, sample exams, assignments producer by faculty
- Materials NOT Accepted for Ereserves:
  - Entire Books or Journal Issues
  - Items belonging to other libraries

Procedure
Faculty must provide:

- Complete bibliographic citations for requested readings
- Provide original copies if owned and able to
- Use links and the direction for access that the library provides

Library Staff will:

- Process requests in order they are received
- Review for copyright compliance
- Source out legal copies if needed
- Digitize and create access
- Provide access to faculty with directions for students to access the readings.
Library Contacts:

Reserves:

- Barrie Campus, Customer Service Desk: (705) 722-5139 ex. 1683
- Orillia Campus, Customer Service Desk: 705) 325-2740 ext. 3050
- Owen Sound Campus, Customer Service Desk: (519) 376-0840 ext. 2034
- Or email for all campuses: library@georgiancollege.ca

Copyright: http://library.georgiancollege.ca/copyright

- Or email for all campuses: copyright@georgiancollege.ca

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