Westminster College Library Reserve Services FAQs

These guidelines apply to material placed on reserve in McGill Library during all academic terms.

Who can place materials on reserve?

The McGill Library offers Reserve services to all Westminster College faculty and administrators currently teaching a course.

What is the purpose of Library reserves?

The purpose of library reserves is to make limited material available to the greatest number of students. Reserves should be connected to specific assignments in specific courses.

PLEASE NOTE that this means faculty members who borrow reserve items are subject to the same loan period and fines for overdue reserve material that applies to all patrons.

What kind of material can be placed on reserve?

All types of physical materials can be place on library reserves. Both library and personal copies of books, journals, newspapers, articles, VHS tapes, DVDs, CDs, etc. may be placed on reserve.

Print copies of electronic material licensed or purchased through the Library are not eligible for reserves. Faculty need only supply students an electronic link to the material. The library can help with this if necessary.

There are two different sets of rules for reserve items based on the current copyright laws; one set for published physical objects, and another for copied/photocopied objects. Each has some unique requirements and restrictions for. Please read more about each specific item type below:

Print/Published Materials
The simplest of formats to place on library reserve, physical printed or otherwise published materials can be placed on reserve. There is no specific limit to the number of items that can be placed on reserve, but please use discretion and keep in mind that staff time is limited.

Copies/Photocopies (usually of journal articles, book chapters, etc.)
The Copyright Act does not specifically address copying for reserve purposes, so the Library strives to provide the best service possible without overstepping the bounds of the law.
Under the fair use provisions of this act:
  o  The Library will put single copies of copyrighted works on reserve.
  o  The copy must be the property of the requesting faculty member; so at the end of each term, photocopies must be returned to the faculty member who placed the material on reserve.
  o  Photocopies may be used for a class one time. If you want to repeat the use, you must seek permission of the copyright holder.
  o  NO MORE THAN nine (9) copied/photocopied items may be placed on reserve in a given semester for a given course.
  o  Copied/photocopied material must meet the Fair Use tests of brevity, spontaneity, and cumulative effect explained in the Campus Copyright policy.
  o  If copyright clearance is necessary, the faculty member is responsible for obtaining that permission.

What are the steps for placing material on Reserve?

All types of materials can be placed on reserve by following the following steps.

1. Collect/Retrieve the item(s) you would like to be placed on Reserve.
2. Fill out the Library Reserve Form. The form can be found on the Library’s Faculty Resources page. Items will not be placed on reserve until the completed form is received.
3. Bring the item(s) to the McGill Library Circulation Desk at least two business days before students will need the material.

Created 1/25/12, JPK
Updated 11/4/13, JPK