Circulation reserves are available to all Antioch College students, faculty, staff, and emeriti. The purpose of the library reserve system is to provide enrolled students with access to course materials in support of the University's educational goals.

Faculty requesting reserve material for their classes should contact Steven Duffy at 937-769-1238. Please read our Reserves Policy below before placing items on reserve.

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The Olive Kettering Library Staff has express control of the content of this policy and changes, additions; corrections will be made periodically at the discretion of The Olive Kettering Library Staff, Antioch College.

Materials for Academic Reserves:
- Are selected by Antioch faculty or staff.
- May be Antioch College-owned, the instructor’s personal material, or online/electronic formatted material.
- Are not renewable and holds are not allowed.
- Cannot be checked out by patrons with Limited borrower status
- Can only be checked out at Olive Kettering Library and must be returned to the Olive Kettering Library Information Commons Desk.

Loan Periods for Course Reserves are established based on the type of material and the urgency of the need. Loan periods are limited to one of the following:
- 2 hours
- 1 day

Check-out limits for Course Reserves material are:
- 2 books/CDs/Videos and/or
- 5 personal folders

Fines: Course Reserves materials are fined based on load periods:
- $0.50 for the first hour then $0.10 each hour after.
- $2.00 is the cap charge per item per day.

Replacement Fee for Course Reserves materials is at minimum $62.50 plus accrued fines.
Placing items on Reserves:

- General Info Reserves: include Antioch College interest groups, community governance, community standards groups, visiting scholars, college catalogs, style manuals, and select periodicals. These items are on a continuous quarter reserve period.
- In most circumstances, the library can place an item on reserve with 24-48 hours, Monday-Friday, upon receipt.
- All paper copies submitted should be clean and legible as possible.
- Include a copy of the syllabus with each reserve item for each course.
- Personal copies (books, journals, etc) of the instructor will be accepted but certain processing will be required.
- Please submit clean photo copy reproductions.
- Please verify that the title of each item matches the title on the syllabus, the library will use the title as it appears on each item.
- Access will be limited to currently enrolled Antioch students
- All items submitted will comply with current copyright laws (see copyright guidelines).
- A folder, binder, or box will be prepared depending on amount of items placed on reserve.
- Students can access materials either by course name and number or instructor's name.
- All items will be maintained during the quarter submitted, all items, by copyright, will be removed at the end of the quarter and returned to the instructor unless otherwise requested by the instructor.

Acceptable Materials for Electronic Reserve:

- Chapter(s) from a book.
- Article(s) from a given journal, periodical, or newspaper.
- Course Syllabi.
- Lecture Notes.
- Exams, homework, or other assignments created by the instructor.
- Government Documents.
- All items in public domain.
- Materials in which instructor or the college holds copyright permission.
- Links to electronic books, articles, databases, videos licensed through OhioLINK.

Items which cannot be placed on reserve unless proper copyright permission is obtained:

- Anthologies or workbooks.
- Commercially produced course packets.
- Copies of entire books reproduced.
- Copies of sound recording, videos or other electronic media.

Copyright Guidelines

Copyright Guidelines for Course Reserves are considered in compliance with U.S. Code: Title 17, Section 107 governing Fair Use (see Sec. 107 - Limitations on Exclusive Rights: Fair Use). Specifically, any reproduction — either photocopied or electronic — of copyrighted material that is placed on reserve will conform to the following:

- Materials placed on reserve will be made available for students and faculty only while the requesting instructor is actually teaching the course, and will be removed after the course is no longer in session.
- Journal articles placed on electronic reserve from works under copyright will not exceed two articles from any issue of the publication.
Limitations on Exclusive Rights: Fair Use
Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by 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 -

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Note: The electronic provision of copyright-protected works for library reserve service and distance learning are unsettled areas of the law which may be addressed by judicial decisions and/or legislation. The Library will continually monitor legal developments that may affect the Fair Use analysis of e-reserves to ensure that library services are in compliance with the letter and spirit of the U.S. copyright law.

Use of Unpublished Works
To protect both students and faculty from unintentional misuse of unpublished materials, we require written permission for any request to place unpublished materials that are not the intellectual property of the instructor on reserve. Such materials include:

- Any papers, projects or exams submitted by students while enrolled in a course.
- Any unpublished materials, prepublication drafts, etc. not created by the instructor

Note: we do not require written permission for materials such as class notes, sample exams, etc. for which the requesting instructor is the author. For these materials, the instructor's request to place the material on reserve will constitute implicit permission.

Frequently Asked Questions
I'll be teaching this course again — can I just leave my reserves on permanently?
It is considered a violation of Fair Use to maintain access to copyright-protected readings for a course when that course is not in session. It is also a violation if the instructor for whom the readings are on reserve is not actively teaching the course.

I've used this e-reserve reading many times before — why has permission been denied now?
Publishers or other copyright holders may change permissions policies for a variety of reasons, including buyouts and mergers with other publishers. Even if we've posted a reading several times in the past, we may not be able to purchase permission for it in the future.