

1. Each item to be placed on Reserve must be listed on a Reserve Request Form.
2. All items, INCLUDING PERSONAL AND LIBRARY OWNED BOOKS AND PHOTOCOPIES, must be listed INCLUDING THOSE YOU BRING IN TO BE PLACED ON RESERVE
3. Due to our record space, please list one author and one title for each item you wish placed on reserve. PLEASE BE CERTAIN all the material you place on reserve matches your course syllabus so your students may easily locate the items in our records.
4. To increase efficiency and provide faster access to your students, we will place only **four articles** in one folder. If you add homework or solutions to a notebook, you will need to furnish the notebook for the semester.
5. We will not accept requests in any other form, such as class syllabi or reading lists. Our form is accurate in filing and locating your reserve requests, provides necessary writing space and requires less Reserve staff processing time.
6. Please allow as much **"lead time"** as possible in preparing your reserve items. **A minimum of 48 hours processing time is required before materials are available for students.** We prefer material be provided to us either before the beginning of the semester or within two weeks of the start of the current semester.
7. The Library is not responsible for damage or loss of personal material placed on reserve. We do, however, take every precaution to prevent loss or damage.
8. Course readings may be scanned and made available to students electronically (e -reserve) in the course reserve section of the WSU Library online catalog (<http://libcat.wichita.edu/>). Server restrictions require us to limit individual readings to a maximum of thirty pages and may also require us to limit the number of readings we place on e-reserve for any one instructor. Please also allow at least three days for material to be placed on e-reserve. Restrictions apply to e-reserve material. Due to copyright restrictions, access to your e-reserve material should be limited to enrolled students. Material placed on e-reserve is also governed by the general copyright restrictions listed below.

COPYRIGHT RESTRICTIONS

In accordance with fair use (Section 107 of the U.S. Copyright Act), reserve systems may include copyrighted materials at the request of a course instructor. These materials should be limited to single articles or chapters from individual works and access to these materials should be terminated at the end of the semester. Access to this material should be limited to enrolled students. Reserve may control access by requiring a password. It is the instructor's responsibility to be certain all submitted materials comply with copyright and fair use guidelines. We reserve the right to refuse to place material on reserve if, in our judgement, placing the material on reserve violates copyright law.

Please direct all questions or comments to:

Wanda J. Seal Ext. 3583 or 5108
Reserve Supervisor: wanda.kraus-seal@wichita.edu
Reserve Office: WSU Library Box 68