

Placing Materials on Course Reserve

Information for Instructors at KPU

This information is for Instructors who are placing material on Course Reserve. Information missing from the Reserve List form may delay the placing of the item in the Reserve Collection. If you have questions about placing materials on course reserve, please contact the campus Reserve Technicians. Materials for course reserve are processed in the order they are received. At peak times, it may take a week to ten days for materials to be added to the course reserve collection. You can submit print material to be placed on reserve using the Course Reserve Request Form on the Library website at <http://www.kpu.ca/library/forms/reserves>

Only two loan periods are possible for all copies of a title. The loan periods available are:

- | | | | |
|------------------------------|---------|----------|------------|
| ▪ 2 hour in library use only | ▪ 1 day | ▪ 1 week | ▪ 1 month |
| ▪ 4 hour in library use only | ▪ 3 day | ▪ 2 week | ▪ Semester |
| ▪ 7 hour | ▪ 4 day | | |

For E-Reserves the loan period is unlimited.

For all item types

1. Provide a complete citation for each item using the examples below as guidelines.

Books

Eysenck, H.J. (1967). *The biological basis of personality*. Springfield, IL: Charles C. Thomas. **Note:** For Kwantlen owned material please include the call number i.e. Z 1035.1 R435 1991 c.1 and indicate number of copies required.

Chapter in a Book

Benter, S.E (1991). Crisis intervention. In G.W. Stuart & S.J. Sundeen (Eds.), *Principles and practice of psychiatric nursing* (pp. 270-294). St. Louis: Mosby Year Book.

Print Journal Articles

Doty, N.D. (1998). The influence of nationality on the accuracy of face and voice recognition. *American Journal of Psychology*, 111, 191-214.

Article in an Internet-only Journal

Frederickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well being. *Prevention and Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Article from an Aggregated Database

Gliniski, M. (2001). When the waiting room becomes an emergency room. *PMA*, 34(4), 6-9. Retrieved October 4, 2001 from CINAHL Database with Full Text.

2. Specify loan period.

Specify when material is to be removed from reserve. Items may be removed by the library if use of the material is deemed to be too low (less than five circulations during the semester).

Books

- Include the call number and number of copies required for materials owned by KPU Libraries.
- Library staff will retrieve KPU materials from the shelves.
- Reference material owned by the Library may not be placed on Course Reserve.
- Textbooks that have been issued with restrictions such as: Instructor Review Copy Only or Instructor's Edition, may not be placed on Course Reserves. The work was provided free of charge to an instructor solely for evaluation or pedagogical purposes.

Photocopies of published works

- ❑ The Fair Dealing exception under the Copyright Act allows a photocopy of a journal article or portion of a book to be placed on reserve without applying for individual copyright clearance. There are some exceptions. If copyright clearance is necessary, it is the responsibility of the faculty member to obtain the copyright clearance, provide the library with a copy of the permission letter and a sufficient number of photocopies of the article to be placed on reserve. For details on the amounts that can be copied under Fair Dealing please check the Copyright Guide on the Library website. <http://libguides.kpu.ca/copyright>
- ❑ Entire journal issues owned by the library may not be placed on reserve.

Electronic Reserves (E-Reserves)

- ❑ For instructions on placing an E-Reserve go to the Library website at <http://www.kpu.ca/library/services/course-reserves>

Videos, DVDs, and CDs

- ❑ All videos or DVDs placed on course reserve must be legal copies.