Faculty Guidelines for Hard Copy Reserves

The library helps instructors make physical course readings and videos available to students via Course Reserves. Hard Copy reserves materials can be checked at the Circulation desk for 3 hours at a time for in-library use only.

Materials

Course Reserve items may include:

- Books
- Music Scores
- CDs
- DVDs & VHS cassettes
- Photocopied content (Please see Copyright Guidelines)

Recommended Reserve Materials

- Items owned by Manhattanville College Library- Please note items borrowed from other libraries may not be placed on reserve.

- Personal copies of items - Please include your name and department on the cover. Personal copies of items must be retrieved at the end of the semester or they will be returned to you by mail.

Please Note: The library can not take responsibility for loss of or damage to personal copies. As part of the reserves process labels and a barcode will be attached to each item. All efforts will be made to preserve personal copies and return them in their original condition.

- Items purchased by the library for reserves- Items requested for purchase by the library can be designated for reserve.

- Photocopied articles must be provided to the library by the faculty member and are considered the property of the faculty member. The faculty member is responsible for meeting Copyright Guidelines.

Reserve Materials to Avoid

- Course Packs or other compilations of photocopied materials

- Bound volumes of periodicals cannot be placed on reserves
• Privately produced (bootlegged) copies or compilations of audiovisual materials (videocassette, audiocassette, CD-R, DVD-R, etc.) will not be accepted for reserves without documentation of copyright clearance

**Submitting Reserves Requests**

• Include a copy of the course syllabus with your reserves request to help us in the processing of your reserves materials

• Plan Ahead. All reserves requests are processed in the order of date received

**Deadlines**

To allow for reserves materials to be processed and made available for the first day of classes all requests should be submitted by the following deadline dates.

• Fall Semester - August 10
• Spring Semester and Winter Intersession - December 20
• Summer Terms - May 1

Requests submitted after the beginning of the semester may experience processing delays due to increased demand on all library services.

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Received by Deadline</th>
<th>Received by 3rd Week of Classes</th>
<th>Received After 3rd Week of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books, CDs &amp; Videos</strong></td>
<td>1st day of classes</td>
<td>5-7 business days</td>
<td>2-4 business days</td>
</tr>
<tr>
<td>owned by library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Professors' Copies</strong></td>
<td>1st day of classes</td>
<td>5-7 business days</td>
<td>2-4 business days</td>
</tr>
</tbody>
</table>
