

Reserves

Instructors may place print course materials on reserve for students at the Library's Reserve Desk. Instructors determine the length of checkout. Reserve items may include the instructor's personal copies and materials from the Library's collection. Items obtained via Interlibrary Loan cannot be placed on reserve per borrowing agreement. When possible, the Library will consider purchasing materials instead of ordering temporarily from other libraries. The Library **does not** purchase any course textbooks to place on reserve (see [MSU Billings Library Collection Development Policy](#)); however, an instructor may place their personal copy of the textbook on reserve for a course.

The Library does not process and store electronic reserves. Instructors are encouraged to upload electronic, scanned copyrighted documents to their online course shells in D2L.

Per Section 107 of the US Code Title 17, the following guidelines apply when considering whether reserve materials constitute fair use:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Library Circulation staff contact instructors at the end of each semester to inquire what their needs will be for upcoming course reserves. All reserve materials that are no longer needed for faculty course reserves are removed and returned to instructors at the end of each semester. Multiple attempts to contact instructors are made, but Circulation Staff may have to remove reserve items if no response from instructor is received.