

Dahlgren Memorial Library places a variety of materials on Reserve, such as books, journal articles, book chapters, exams, and audio-visual content. When applicable, materials are made available via Blackboard, including digitized audio-visual content, provided Copyright Law and TEACH Act provisions are followed. Books are put on reserve at the Library.

## How to Place Materials on Reserve

1. All instructors are responsible for complying with copyright law.

### COPYRIGHT POLICY

A. In accordance with the Copyright Act of 1976 all instructors who place materials on reserve (including books, photocopies and audiovisual materials) must sign the following copyright waiver on the Reserve Request Form:

"I have reviewed and understand the Georgetown University publication "Copyright in the Information Age" (<http://www.georgetown.edu/policy/copyright/>) and the Dahlgren Library Course Reserves Policy

([http://dml.georgetown.edu/resources/resource\\_files/brochures/Reserves.pdf](http://dml.georgetown.edu/resources/resource_files/brochures/Reserves.pdf)). Consistent with these policies, I request that the library make available to students in this course the requested media or reproductions cited. I have obtained all required copyright permissions or am in compliance with Fair Use and the TEACH Act. I acknowledge that I am responsible for any infringement of the Copyright Act of 1976 (Title 17, U.S. C.) that results from my noncompliance with the Guide and Policy. "

B. The library assumes that upon signing this waiver, the instructor has taken steps to secure copyright permission to use the materials. The library reserves the right to request proof of copyright permission, if it feels the materials being submitted represent a possible violation of the Copyright Act of 1976.

C. No materials will be accepted for reserves if the copyright waiver on the front of the Reserve Request Form is not signed.

D. For more information on copyright, visit Georgetown University's publication "Copyright in the Information Age" at <http://www.georgetown.edu/policy/copyright>.

2. Materials must be submitted in advance. Requests are handled on a first-come, first served basis. In order for materials to be available for students when they need them, please observe the following advance submission dates:

Reprints, exams, and AV materials	two weeks
Books the library owns or personal copies	two weeks
Books the library must purchase	six weeks

3. Submit one Reserve Request Form for each course. Failure to complete the Reserve Request Form accurately and completely will delay processing.

- Indicate the official course title and number on the request form.
- Section instructors are responsible for indicating the course director and

section name (if applicable) for the course.

- Indicate the number of students taking the course.
  - Enter item information on page 2 of the request form.
  - Your Blackboard course site needs to exist before you submit a reserve request form. If you do not have a course site, use the Blackboard online request form at [https://www8.georgetown.edu/centers/cndls/helprequests/blackboard\\_help.cfm](https://www8.georgetown.edu/centers/cndls/helprequests/blackboard_help.cfm) to have one created.
4. Library staff place your materials on reserve and contact you when they are available.
  5. Remind students they can look up reserves in Blackboard. If they have a problem accessing materials on Blackboard, they should contact the Blackboard Support Team at [https://www8.georgetown.edu/centers/cndls/helprequests/blackboard\\_help.cfm](https://www8.georgetown.edu/centers/cndls/helprequests/blackboard_help.cfm).
  6. All items will be removed from reserve at the end of the semester.

## Notes for Specific Types of Reserves

### ARTICLES/CHAPTERS/EXAMS

- All photocopies of journal articles, chapter reprints, or exams must be furnished by the instructor in single-sided format.
- A notice of copyright will be stamped on all photocopies placed on reserve.
- When possible, the library will link to the fulltext/PDF of an article from an electronic resource (Ovid, EBSCO, Publisher's site), if it subscribes to the journal in electronic format.

### AV MATERIALS

- Copies made by the instructor of commercial videotapes or other audiovisual materials will not be accepted.

#### *Digitized AV Materials*

- Per request, Audio-visual items will be digitized and delivered as streaming files via Blackboard.

#### *Non-digitized AV Materials*

- Non-digitized audio-visual items will be available at the Information Services Desk.
- Only one copy of a commercially produced tape may be placed on reserve for each course.
- Personal copies of AV materials will be returned to you at the end of the semester. Note that these items will be processed for library use (i.e. labeled with security tag and barcode).

- The Library will place audiovisual materials from its collection on reserve for courses. Please supply complete information (title of material and call number) on the Reserve Request Form.

- AV materials do not circulate outside the BACC unless special permission is granted by the instructor and the library.

### BOOKS

- In addition to accurate author/editor and title information, please indicate the year of publication and/or edition of the book you are requesting.
- If the Library does not own the book you need, it will usually purchase 1 book per 50 students, up to a maximum of 3 copies per course for required texts. For optional texts, the library will purchase 1 copy per course, regardless of the number of students. Indicate if the books are required or optional reading for the students.
- Instructor's personal copies of books are kept behind the Information Services Desk (in closed reserve), unless otherwise indicated by the instructor. Write your name in the inside cover of the book. Personal copies of books will be returned to you at the end of the semester. Note that these items will be processed for library use (i.e. labeled with a call number, security tag, pocket and barcode).

### Questions?

Contact Kim Dao  
Phone: 202.687.8462  
Web: <http://dml.georgetown.edu/4944.html>

## Placing Materials on Reserve

<http://dml.georgetown.edu/educators/5539.html>

- ✚ Easy access to reserve materials via Blackboard.
- ✚ Copies of textbooks available around the clock.

**Dahlgren Memorial Library**  
THE HEALTH SCIENCES LIBRARY AT GEORGETOWN UNIVERSITY