College Library Reserves Guidelines

Lists are processed in the order of date received. The minimum processing time is ten working days for lists received after the due date and/or at beginning of quarter.

Exams, Class Notes, Links to Web Pages

College Reserves will scan and mount instructors’ exams, solution sets, overheads, and class notes on the Reserves Web site in compliance with U.S. copyright law and UC policy. Hard-copy folders and online items can exist simultaneously, but submissions of added items must be consistent.

• Submit copies of items together with the materials request form to the circulation desk; make sure the form has been completed and signed.

• Solution sets and class notes can be submitted periodically during the quarter but must include a note stating the week they correspond to.

• World Wide Web URLs are accepted as reserve items. Virtual office hours, departmental homepages, and other Web resources are eligible. Please note: College Reserves does not search for resources or validate site information.

Books

Please include:

• Author’s complete name, last name first

• Complete title

• Publisher, place, date, and edition only if requesting a specific edition

Journals

The UCLA Library acquires and licenses many journals on behalf of UCLA students and faculty and whenever possible links to electronic articles rather than placing print articles on reserve.

Library-owned journals and magazines are not placed on reserve; however, instructors can provide photocopies of articles in lieu of Library-owned journals in compliance with U.S. copyright law and UC policy.

Personal Copies

The College Library cannot photocopy reserve readings; however, instructors can provide photocopies in compliance with U.S. copyright law and UC policy. Copies must have at least a one-inch margin.

List articles by author/title on the materials request form. The loan period of these materials is two hours.

Personal copies are returned at the end of each quarter.
APS Readers/ASUCLA Lecture Notes

APS provides College Reserves with one copy of each reader produced for undergraduate classes with enrollments of forty students or more and will submit additional copies at the instructor's request.

ASUCLA provides College Reserves with one copy of each undergraduate lecture set produced.

The loan period for these materials is two hours.

Reserve List Due Dates

Fall Quarter................................June 15
Winter Quarter............................November 1
Spring Quarter............................February 7
Summer Quarter.........................April 15

Notice Concerning Copyright Restrictions

U.S. copyright law (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted materials. In accepting photocopies for reserve, the UCLA Library assumes that they have been made in compliance with the law.

I affirm that I own the copyright for the following and hereby grant permission to scan:

☐ exams
☐ class notes
☐ overheads
☐ solution sets
☐ other

Signature .........................................Date

Campus address for return of instructor-owned-copyright materials:
College Library Reserves Undergraduate Reserve Materials Request

220 Powell Library Building, Mailcode 145004
Phone 310/825-9389 • Fax 310/206-9312 • Email <college-reserves@library.ucla.edu>

Please read all guidelines before filling out this form. Make additional copies as necessary to fit all items requested.

Course Information

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<thead>
<tr>
<th>Quarter, Year</th>
<th>Department and Course Number</th>
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<th>Course Enrollment</th>
<th>Instructor</th>
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Item No. _____

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Copyright Status (choose one)

- [ ] I hold copyright.
- [ ] In the public domain
- [ ] Licensed by the UCLA Library
- [ ] Permission obtained
- [ ] Used under fair use exemption; provide the following information:
  
  Describe the pedagogical reasons for requiring students to read all or portions of this item:

  __________________________________________________________

  Describe why reading this item is integral to the classroom experience (not homework):

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**For Library Use Only**

Date Received __________ Completed __________________________________________________________ Initials __________