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## Library Reserve Services

The Library encourages you to place items that will be in high demand on Reserve. Reserve items are held behind the circulation desk and circulate for two hours within the library only. Most items in the general collection can be placed on Reserve, with the exception of Reference items. You may wish to have personal copies of books placed on reserve. Photocopies of periodical articles or other materials can also be placed on Reserve as long as copyright guidelines are followed (see below). Reserve items can be searched in the [Library online catalog](#) by instructor name, course name or title of the item on reserve. Please come by the Library with your materials and fill out a Reserve Request form.

### Copyright Guidelines for Library Reserve Materials

#### *How many photocopies of an item may be placed on reserve?*

Santa Monica College Library will accept single photocopies of copyright-protected chapters, articles, etc. to be placed on reserve. The photocopies are considered to be the instructor's property, and will be returned to the instructor at the end of the semester. When a course is large enough to require more than one of an assigned photocopy, an instructor may provide up to three duplicate photocopies. However, if more than one copy is to be put on Reserve, and the original is not owned by the instructor or the Library, the instructor is responsible for providing written permission or indication of royalty payment for use of the article.

#### *How many photocopied items are permitted on reserve for a course?*

**A) How many items from one source?** The amount of material should be reasonable in relation to the size of the source. Ordinarily, two chapters from a book or two articles from a periodical would be considered reasonable. Greater proportions of copyright-protected sources will be accepted for reserve only with written permission from the copyright owner or indication of royalty payment.

**B) How many items altogether?** The SMC Library places a limit of 10 items per instructor per course.

#### *Notice of Copyright*

The Library will mark all photocopies placed on reserve with the following text:

NOTICE: This material may be protected by copyright law (Title 17 U.S. Code)

