

**Reserve Guidelines for Bellevue College Library**

**Faculty may place library materials or items such as personal books and copies of articles for their students on reserve. Reserve items are located at the Circulation counter, and are available to students to check out for short periods of time.**

**Instructors determine the length of check-out time.**

**Note:** Items will not be stored on reserve for instructors. If you are not teaching the course for the next quarter, we will return your reserve items. Items not checked out by students for a year or 4 consecutive quarters will be returned to the instructor.

**We require the following bibliographical information in order to process copies from books, periodicals and newspapers:**

1. Title of book, periodical, or newspaper
2. Author of the work
3. Date of publication/publisher

**The instructor placing these items on reserve should be aware of, and follow the revised guidelines for educators. (Update to the Copyright Act of 1976: Guidelines for Educators.) Permissible use according to Fair Use Guidelines: Photocopies of the following kept on Reserve for one quarter:**

Permissible Use According to Fair Use Guidelines:

**Five photocopies of the following may be kept on reserve for one quarter:**

1. A chapter of a book
2. An article from a periodical or newspaper
3. A short story, short essay or short poem whether or not from a collective work
4. A chart, graph, diagram, cartoon *or* picture from a book, periodical, or newspaper.

Permission needed (Generally does not Constitute Fair Use)

1. Material described above kept on reserve for more than one quarter
2. More than one chapter of a book or more than one selection from a collection of essays or poems or more than one article from a book
3. “Consumable” works, such as standardized tests, exercises and workbooks
4. Anthologies created by photocopying copyrighted materials.

To place material on reserve or to have questions answered, stop by the Circulation Desk or email [circulation@bellevuecollege.edu](mailto:circulation@bellevuecollege.edu). **Note: 48 hours is required to process reserve items.**

The reserve request form includes the following information:

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| <ul style="list-style-type: none"> <li>• Date held: __/__/__ through __/__/__.</li> <li>• Time</li> <li>• Instructor name</li> <li>• Class or Course name</li> </ul> | <ul style="list-style-type: none"> <li>• Loan Period</li> <li>• Return to instructor or donate to library date</li> <li>• Division &amp; mail stop</li> <li>• Email address</li> </ul> |
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