



Reserve Guidelines for Bellevue College Library

Course Reserves in the Bellevue College Library support students and educators by providing timely and equitable access to high demand course materials.

Faculty may place library-owned materials or items such as personal books and copies of articles for their students on reserve.

Course Reserve items are located at the Circulation Desk and are available for students to check out for short periods of time. Instructors determine the length of check-out time.

NOTE: While we make every effort to protect your course reserve materials, please be advised that the library cannot assume responsibility for any loss, theft or damage to materials incurred while on reserve.

THE LIBRARY REQUIRES THE FOLLOWING BIBLIOGRAPHICAL INFORMATION TO PROCESS COPIES FROM BOOKS, PERIODICALS, AND NEWSPAPERS:

- Title of book, periodical, or newspaper
 - Author of the work
 - Date of publication/publisher
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TO PLACE MATERIAL ON RESERVE

submit the online [Course Reserves Request Form](#) or stop by the Circulation Desk to fill out a form in person.

NOTE: 48 HOURS (2 BUSINESS DAYS) IS REQUIRED TO PROCESS RESERVE ITEMS.

***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:

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.

For questions or support email circulation@bellevuecollege.edu.