

## Instructions for Submitting Print Reserve List Form

Revised 10/17/08

### Dear Faculty Member:

The University of Hawaii at Manoa Library provides Reserve services to promote student access to required materials for your courses.

### Filling out Print Reserve List Form:

- Fill out Print Reserve List Form completely
- Requests are processed on a first-come, first-served basis
- Incomplete Print Reserve List Form will cause processing to be delayed
- If more than one faculty is requesting the same item, then the shorter of the two loan periods will be given

### Processing Time Needed for Item on Reserve:

#### - Electronic Reserves (E-Reserves)

- o The Library can scan items or provide links to electronic journals & sources and are subject to copyright restrictions
- o Every 25 pages will take 1 day to 5 working days

#### - Personal Copies and Reprints

- o 1 day to 5 working days

#### - Library Collection

- o 3 days to 2 weeks

#### - Books on Order

- o Minimum 2 months. Order at least two months prior to needed date – only one copy (required material) can be purchased due to limited funds

### Copyright:

- The University of Hawaii at [Manoa Copyright Guidelines](#), April 1992, the Copyright Law of the United States (Title 17, United States Code) and the [TEACH Act](#), governs the making of reproductions of copyrighted material. Sinclair Library faculty and staff cannot provide interpretations of copyright laws. Sinclair Library/Wong Audiovisual Center assumes that the material(s) submitted for course reserve have been reproduced in compliance with [Fair Use Determination](#) provisions.

### Items that may not be placed on Print Reserve at Sinclair Library:

- Hawaiian/Pacific/Charlot/Special Collection
- Government Documents
- Public Health and Law Libraries
- Wong Audiovisual
- Make arrangements directly with these departments and inform students that items must be used at their respective locations
- All Interlibrary loans, Intrasystem loans, periodicals and journals, and reference materials likewise, may not be placed on reserve
- Other Universities, Community Colleges & Public Libraries

### Ratio:

#### - Journal article reprints

- o 1 reprint per 25 students to the max of 5 reprints per course, to be provided by the faculty and it must comply with the University of Hawaii Copyright Guidelines

#### - Personal copies

- o 1 personal copy per 25 students to a max of 5 personal copies per course

#### - Library collection

- o 1 book per 25 students, or the amount available in the collection

### Disclaimer:

-The University of Hawaii at Manoa Library will not be responsible for any damaged, missing and/or lost personal copy, photocopy or reprint while on reserve. Faculty will be notified to either replace the personal copy or to withdraw it from reserve

### General Information:

- Validated UH ID is necessary to borrow reserve materials
- Only one item may be borrowed at a time
- Items must be returned, to an attendant, by the date and time on the due date slip or fine will automatically be assessed

### Reserve Fine Policy:

- \$1.00 for each hour or fraction thereof
- If the item is not returned or is considered lost, \$10.00 in overdue fines, a processing fee of \$10.00 and the replacement cost of the item will be billed to the borrower.

### End of each term:

- Unless specified otherwise, reserve lists and items will automatically be withdrawn from Reserve at the end of each semester.
- Library books will be returned to their respective library stacks
- Reprints and Personal Copies will be delivered to the department office. Pick up by faculty are welcomed.

For more information concerning Print/Electronic Reserve, please call Sinclair Library Reserve Unit at 956-8308 ext 53 between the hours of 9:00 am – 4:30 pm, Monday through Friday or send e-mail to [reserves@hawaii.edu](mailto:reserves@hawaii.edu)