1. **PURPOSE**

The purpose of this policy is to determine and document the methods for the provision, organization and utilization of the course materials (exam samples, class schedules, problem sets, reading packs, class notes, textbooks, etc) written or selected by the academic staff in order to fulfill the textbook and class note requirements of Koç University students.

1. **SCOPE**

The procedure applies on all library personnel.

1. **REFERENCES**
* Reserve request form (Online, in English)
* EU Copyright Decree (EUCD)
* Law No. 5846 on Intellectual and Artistic Works
* U.S Copyright Office: Fair Use (2004)
1. **RESPONSIBILITIES**
	1. Library Director is in charge of implementation of this policy
	2. Head of System, Access and ILL Department is in charge of preparation and updating of the document.
	3. Employees of System, Access and ILL Department are in charge of application of this policy.
2. **DEFINITIONS**
	1. **Reserve Service**

It defines the service rendered by the Library by providing books, audio-visual resources, articles and class notes that will be used in classes during the semester, recording them in the necessary media and loaning them to students for limited periods.

* 1. **E-reserve Service**

E-reserve service is the improved form of the traditional library reserve service that enables students to access the lecture resources within and outside the campus 24 hours a day, 7 days a week. The system enables the placement of the scanned copies of the resources with reserved copyrights into the reserve in the electronic environment.

* 1. **Copyrights (Reproduction)**

It defines the rights given to certain persons by law on utilization and copying of any information or intellectual product. In short, it is the right to permit the reproduction or utilization of an original creation.

1. **METHODOLOGY**
	1. **Communication of reserve requests to the Library:**
		1. In order for the reserve requests to be fulfilled in time, they must be conveyed to the Library at least 3 weeks before the beginning of the academic semester. Hence, the necessary announcements to ask their requests to be conveyed are sent to all academic staff before the beginning of the academic semester.
		2. Reserve requests are communicated through “Online Reserve Request Form”.
		3. Academic staff communicates their class schedules and reading lists which include complete bibliographic information of the resources that will be placed in the reserve to libreserve@ku.edu.tr.
		4. List of resources selected as textbooks is accessed through relevant part under KUAIS.
		5. The library employee responsible for Reserve Service collects and processes the requests.
	2. **Fulfillment of the reserve requests by the Library:**
		1. **Books/Audio-visual resources**
			1. For the book to be used as reserve, one copy is provided for every 25 students. Class packs are likewise prepared as one pack for every 25 students.
			2. Textbooks that are not included in the collection are ordered from the bookstore within the University.
			3. A separate copy serving to the academic staff will not be bought.
			4. Books included in the collection are collected from the shelves to be processed. Those in use by members are recalled back.
			5. Academic staff may present their personal resources to the Library in order for them to be used in reserve. These resources are attached temporary class code labels as in books from the library reserve. The Library cannot be held accountable should these resources be lost or damaged. If there is not a request for these resources to be kept in collection, the resources will be returned to the related faculty members at the end of the semester.
			6. Resources in VHS format are also bought in DVD format if possible.
			7. Resources converted into DVD by the Library as there are no copies in DVD format may only be used within the library building due to copyrights.
		2. **Article/Book Sections**
			1. The Library permits the scanning of these resources within the context of copyrights and enables students to access the resources within and outside the campus 24 hours a day, 7 days a week through the e-reserve service.
			2. All resources included in e-reserve collection may be accessed over library automation system Millennium and in a password protected environment including copyright explanation.
			3. Resources that may be placed in e-reserve collection without the permit of copyright owner are such:

Class notes of the lecturer, example and question samples, works of students (with the permit of the students as authors), government publications, sections of a book, an article from any issue of a journal, a chart, diagram, drawing, caricature or picture from any book, newspaper or periodical.

* + - 1. Resources that require permit from the owner before being placed in e-reserve

 collection are such:

Entirety of a book that is on print or out of print, entirety of a class pack, more than one section of a book, more than one article from the same issue of a periodical.

* + - 1. It is possible to provide access to resources selected as reserve from licensed

databases or journal packs of which the Library is a member by giving links to them. However, the license agreements of the electronic resources that will be used with this aim must be examined thoroughly.

* + - 1. Articles that may be accessed through Internet free of charge may be added to reserve collection without requesting permit from the copyright owner.
	1. **Utilization of reserve collection:**
		1. All reserve resources are linked to related class records created on library automation system Millennium and these records may be searched over the electronic library catalog according to the lecturer and class code.
		2. Printed reserve resources are placed onto shelves behind the Reserve Desk according to the temporary class code labels attached to them.
		3. All reserve resources may be borrowed for 4 hours.
		4. A user may borrow 5 reserve resources at the same time.
		5. For overdue reserve resources, hourly fine is 2,50 TL.
	2. **Removal of expired reserve resources from Reserve Collection:**
		1. These resources are removed from related class records in Millennium and class records are deleted on the semester ends.
		2. Temporary class code labels on the books/audio-visual resources are removed and these resources are put in their place in the general collection on the semester ends.
		3. Scanned files that are not used any longer are removed from e-reserve collection as soon as possible. They are archived in the event that they may be needed again.
1. **RECORDS**

Class records of reserve resources are entered into and accessed through Millennium library automation system. The responsibility of these records belongs to the library employee responsible for Reserve Service.

1. **REVIEW**

Head of System, Access and ILL Department is responsible for revision and updating of this policy. Revision is made in the month of August every year.

1. **REVISIONS / DISTRIBUTION / APPROVAL TABLE**

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| --- | --- | --- | --- |
| **Revised Page** | **Date** | **Revisions** | **Revised by** |
| All Pages | 12.08.201004.05.2012 | New PublicationMethod item number 6.2.1.3 was added. | Library Directorate |

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| **Distribution (Relevant Units)** |
| All FacultiesAll InstitutesStudent Registrar’s OfficeLearning and Teaching Office  |

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| --- | --- | --- |
|  | Approval for Acceptance (Library Directorate): | Approval for Effectiveness(Rector) : |