The reserves collection contains books, journal articles, tests and other items selected by instructors to support their curriculum. Because these items are in high demand, they are placed on reserve so that many students can use them. The Linscheid Library maintains items on reserve in physical and electronic formats.

**Types of Reserves**

**Physical Reserves**
- Physical reserves consist of hard-copy materials, typically books or articles.
- Instructors decide how long students get to keep the materials. Possible checkout periods include:
  - Two hours, only within the library
  - One-, two-, and three-day checkouts
  - One-, two-, and three-week checkouts
  - Entire semester checkout
- Instructors can put their own items and/or library items on reserve.
- Physical reserve materials are housed behind the Circulation Desk.
- A valid ID card is required to check out reserve materials.

**Electronic Reserves**
- Electronic reserves consist of digitized versions of articles, book chapters, PowerPoint presentations, etc.
- Students can access these materials anytime from any computer with an internet connection using their ECU username and password.

**Reserve Guidelines for Faculty**

**All Reserves**
- To place materials on physical or electronic reserve, please complete the Reserve Request Form.
- Please allow 5 days for your request to be processed.

**Electronic Reserves**
- Linscheid Library complies with the U.S. Code: *Title 17, Section 107* governing Fair Use. This means that all materials placed on electronic reserve will conform to the following guidelines:
  - No more than 10% of the total pages of a book or one chapter from a book.
  - No more than one article from one journal issue or newspaper issue per course.
  - No more than one short story, short essay or short poem from any given collection or anthology.
  - No more than one chart, graph, diagram, drawing or picture from any one periodical issue, book, or newspaper issue.
- Submit electronic reserves in the following format:
Please provide single-sided photocopies of the item or electronic versions of the items on CD, via email attachment, or uploaded through the Reserves Request Form.

All requests must include the title page and copyright information for the material.

- All electronic files will be removed from the reserve system at the end of each semester. Materials placed on electronic reserve in any subsequent semester for the same course/instructor will require copyright compliance as stated above.