

# Wellehan Library Course Reserves Guidelines

PHYSICAL RESERVES	Owned by Wellehan Library		Owned by Faculty Member		Obtained through ILL	
	Work Not Covered by CCC License	Work Covered by CCC License	Work Not Covered by CCC License	Work Covered by CCC License	Work Not Covered by CCC License	Work Covered by CCC License
Books & Media (DVD, CD, VHS)	Yes May recur	Yes May recur	Yes May recur	Yes May recur	No	No
Periodical Issue	No	No	Yes May recur	Yes May recur	No	No
Portion of a Book	Not applicable <i>(Entire book would be put on reserve.)</i>	Not applicable <i>(Entire book would be put on reserve.)</i>	Yes One chapter or 10% <sup>‡</sup> Limited to one semester <sup>‡</sup>	Yes Two chapters or 20% May recur*	No	Yes One chapter or 10% May recur*
Periodical Article	Yes One article per issue <sup>†</sup> Limited to one semester <sup>‡</sup>	Yes Two articles per issue May recur*	Yes One article per issue <sup>†</sup> Limited to one semester <sup>‡</sup>	Yes Two articles per issue May recur*	No	Yes One article per issue May recur*
Student Work	Must be accompanied by a signed release form					

ELECTRONIC RESERVES	Persistent Link from Library Database		Owned by Wellehan Library		Owned by Faculty Member		Obtained through ILL	
	Work Not Covered by CCC License	Work Covered by CCC License	Work Not Covered by CCC License	Work Covered by CCC License	Work Not Covered by CCC License	Work Covered by CCC License	Work Not Covered by CCC License	Work Covered by CCC License
Portion of a Book	Not applicable	Not applicable	Yes One chapter or 10% <sup>‡</sup> Limited to one semester <sup>‡</sup>	Yes Two chapters or 20% May recur*	Yes One chapter or 10% <sup>‡</sup> Limited to one semester <sup>‡</sup>	Yes Two chapters or 20% May recur*	No	Yes One chapter or 10% May recur*
Periodical Article	Yes No limit May recur <sup>†</sup>	Yes No limit May recur <sup>†</sup>	Yes One article per issue <sup>†</sup> Limited to one semester <sup>‡</sup>	Yes Two articles per issue May recur*	Yes One article per issue <sup>†</sup> Limited to one semester <sup>‡</sup>	Yes Two articles per issue May recur*	No	Yes One article per issue May recur*
Student Work	Must be accompanied by a signed release form							

\* so long as campus has license

† so long as library subscribes to database

‡ unless permission obtained to use more or for a longer period of time