



Music Library Reserve - Faculty Instructions: Placing Music Materials on Course Reserve

Faculty and staff may place music materials on physical and/or electronic reserve (E-Reserve) for use by students in a particular course.

Physical Music Library Reserve:

Physical reserve materials generally consist of *library owned recordings and scores*. * If the library does not own and cannot purchase an item in time for the beginning of class faculty and staff personally owned copies of recordings and scores are acceptable.

**Books about music (with call numbers in the MLs and MTs) are generally placed on reserve by Reserve Services (located on the first floor, east wing of the Golda Meir Library) not the Music Library.*

Physical reserve materials are removed from the regular circulating collection and placed on reserve at the Music Library Service Counter. Reserve materials are for *2 hour in library use* only and are placed on reserve for an entire semester.

Please fill out a **Music Library Physical Reserve - Request Form**. This form may be obtained from the Music Library (located on the second floor, east wing of the Golda Meir Library) or the web at http://www.uwm.edu/Libraries/Music/reserve_request.pdf.

For quickest service we encourage you to retrieve scores yourself and bring them to the Music Library Desk.

Electronic Music Reserve:

Electronic reserve materials generally consist of:

- Audio from Naxos Music Library and/or Classical Music Library
- Links to public domain scores available online

Note: Articles are placed on electronic reserve by Reserve Services not the Music Library. Please see <http://www.uwm.edu/Libraries/reserve/> for more information.

Music Library staff will search for recordings and scores of required pieces in the following three places in the order they are listed.

1. Naxos Music Library, Classical Music Library and public domain scores already available online
2. Library owned recordings and scores
3. Faculty and academic staff personal copies*

*For copyright reasons faculty and academic staff personal copies must be used only as a last resort.

Please fill out a **Music Library Electronic Reserve - Request Form**. This form may be obtained from the Music Library (located on the second floor, east wing of the Golda Meir Library). Or on the web at: http://www.uwm.edu/Libraries/Music/ereserve_request.pdf.



Semester Deadlines:

Please submit your requests as early as possible. *Items for Traditional Reserve will usually be processed by the Music Library Desk and be ready for student use within two working days. E-Reserve materials should be received by the staff approximately three weeks prior to the semester start date to ensure that your class has the first few weeks of readings available by the first day of classes.* Faculty may bring in materials for Traditional and E-Reserve throughout the semester; lead times may be shorter depending on the departmental workload at that time.

Copyright Considerations:

Traditional and E-Reserve materials must fall under Fair Use Guidelines. If a faculty member needs materials copied or scanned for Traditional or E-Reserve that, in the library staff member's judgment, exceeds the bounds of Fair Use Guidelines, then copyright permission must be secured by the faculty member and evidence of that permission must be forwarded to the Music Library for each semester that the materials are to be used. Additionally, any fees or charges associated with obtaining copyright permission are the responsibility of the faculty member.

More detailed information about Copyright and Fair Use Guidelines can be found at:

<http://www.uwm.edu/Libraries/Res/copypol.html>

Questions about Music Library Reserves:

Please contact Rebecca Littman, Music Librarian, at 414-229-5529 (email rlittman@uwm.edu). *We are very willing to meet with faculty in person – please phone or email ahead to make an appointment and set up a meeting time.*