

Wellehan Library Course Reserves Policy and Procedures

Wellehan Library staff manage a physical reserve shelf and an electronic reserves (e-reserves) system in Angel, both of which provide faculty with the ability to make available to their students required course readings for educational and non-commercial use only.

In compliance with the *Agreement on the Guidelines for Classroom Photocopying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals* (H. R. 94-1476) and *Section 107: Fair Use* (Title 17, U.S. Code) of the Copyright Act of 1976 and in accordance with the annual academic license Saint Joseph's College has purchased from Copyright Clearance Center, Wellehan Library has developed this policy and guidelines to be applied to copyrighted materials to be placed on reserve.

Physical Reserves

The Course Reserves Guidelines grid provides complete details of what materials may be placed on physical reserve and for how long. In all cases, materials must be lawful copies. Wellehan Library staff reserve the right to refuse a request to place material on physical reserve if, in their judgment, fulfillment of the request would involve a violation of copyright law.

Loan Periods

Faculty may choose to place items on Closed Reserve, meaning they do not leave the library; or Open Reserve, meaning they may be checked out for a specified number of days or weeks.

Student Work

Student work to be placed on reserve must be accompanied by a signed release form.

Copyright Warning

A photocopy of a copyrighted work (i.e., article, book chapter) placed on physical reserve will include a full citation for the work and the following copyright warning:

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Copyright Permission

If it is determined that permission of the copyright holder is needed to place material on reserve, faculty are responsible for obtaining that permission and the payment of any fees. All letters of permission or evidence of fees paid must be submitted to the library before the material will be placed on reserve.

Procedure for Placing Material on Physical Reserve

Fill out the **Wellehan Library Physical Reserve Form**; one form for each item. Bring or send the material to the library. Please allow five business days for materials to be processed and ready for student use.

E-Reserves

The Course Reserves Guidelines grid provides complete details of what materials may be placed on e-reserve and for how long. In all cases, materials must be lawful copies. Wellehan Library staff reserve the right to refuse a request to place material on e-reserve if, in their judgment, fulfillment of the request would involve a violation of copyright law.

Copyrighted materials that may not be placed on e-reserve:

- Pages from works intended to be "consumable" in course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, and answer sheets.
- Stand-alone case studies
- Audio and visual media - Due to the artistic creative element involved, copyright restrictions for audio, video, and graphic images are more stringent than restrictions for text based formats. Therefore, this material will not be placed on e-reserve unless the faculty member/course developer supplies proof of permission to do so.

Student Work

Student work to be placed on e-reserve must be accompanied by a signed release form.

Copyright Warning

A full citation for the copyrighted work and the following copyright warning will appear in Angel:

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If electronic transmission of reserve material is used for purposes other than those specified, or is in excess of what constitutes "fair use," that user may be liable for copyright infringement.

The scanning of copyright-protected works for library e-reserve systems are uninterpreted areas of the law which may be addressed by the courts or future revisions of the copyright law. Wellehan Library will monitor legal developments in this area and modify its practices as necessary.

Copyright Permission

If it is determined that permission of the copyright holder is needed to place material on reserve, faculty/course developers are responsible for obtaining that permission and the payment of any fees. All letters of permission or evidence of fees paid must be submitted to the library before the material will be placed on reserve.

Procedure for Placing Material on E-Reserve

Before submitting a request for material to be placed on e-reserve, the faculty member/course developer needs to check the library's collection of online resources to see if a digital version of the needed material is owned/leased by the library. If it is, then a persistent link to the material may be incorporated into existing course documents. For more information on how to search the library's online resources and create persistent links, please contact a member of the library staff at 207-893-7725 or library@sicme.edu.

1. The faculty member/course developer emails a bibliography with complete citations for each of the items to be placed on e-reserve to Chuck Prinn at ereserves@sjcme.edu . Citations for
 - a. books must include author(s), title, publisher, place of publication, publication date, and, if possible, ISBN.
 - b. articles must include author(s), title of article, title of journal/magazine/newspaper, volume/issue, date of publication.
2. Chuck Prinn will review the bibliography, noting which resources are available from the Wellehan Library and which are not and which are covered by the Copyright Clearance Center academic license and which are not. He will notify the faculty member of his findings.
3. For readings not available from the Wellehan Library, the faculty member/course developer must provide PDF documents for direct uploading or photocopies for scanning and uploading to Chuck Prinn (ereserves@sjcme.edu or Wellehan Library, 278 Whites Bridge Rd., Standish, ME 04084.) (Please be sure to submit good quality scanned/photocopied documents.)
4. Once the bibliography and materials are received, Chuck will
 - a. Scan (if needed) and upload the material into the e-reserves system in Angel within five business days of receiving it. (Faculty are **strongly** encouraged to deliver materials to the library as each unit is developed. Any final additions need to be made **at least** two weeks before there will be a student need for them.)
 - b. Recycle all photocopied material once it has been scanned and uploaded.
 - c. Send the faculty member/course developer (and, for GPS courses, Course Design & Delivery staff) an email informing that the process has been completed.