



# E-RESERVE GENERAL INFORMATION, POLICIES AND PROCEDURE FOR FACULTY

## GENERAL INFORMATION

A Library Course Reserve Form should be submitted at least one week prior to the time an assignment is announced to the students. The period of time required for processing a reserve list varies according to the volume of reserve requests, availability of materials, and delays in retrieving books on loan. Please keep in mind that processing delays increase during the beginning of each semester when incoming volume is high. Lists will be processed in the order in which they are received.

Please do not request more than 20 items for a course without consulting the reserve staff prior to submission of the list. Lists should be limited to required readings. Suggested or recommended reading lists and/or resource materials are used infrequently. Students benefit more from direct loan of suggested readings from the general collection for the regular 4-week loan period.

## POLICIES

### What materials can be placed on reserve?

- Electronic selections from books or journals that meet copyright guidelines for "fair use" These materials will be uploaded to your D2L account. Please see the E-Reserve tab for more information.

### What are the material format delivery guidelines?

- If providing a scanned copy, the instructor must provide a clean photocopy of the document on 8 ½ x 11 inch paper.
- Whenever possible, submit files in a digital format like PDF, Microsoft Word, and PowerPoint. Library processing turnaround time will be shorter and the display quality will be better.
- Files may be delivered to the Sherrod Library Circulation/Reserve department on a USB flash drive.
- If an article is available full-text from the library's databases, a link will be generated and inserted into the D2L course page.
- Please indicate if a document has been previously submitted for scanning. If an electronic copy has been archived, it will not need to be recreated and processing time will be saved.
- Whenever possible, provide original source material for library staff to scan.
- Generally, photocopied photographs do not scan well. Please indicate whether they may be omitted to reduce file size.



- Include a reserve form with all materials.

### **Does Library adheres copyrights polices?**

Sherrod Library adheres to US copyright law (title 17 of the US Code). Section 107 of the copyright law, the Fair Use Doctrine, provides the guiding principle behind Sherrod Library's reserve collections. Section 108 deals with reproduction by libraries and archives, and may, in some cases, have bearing upon our ability to use photocopies for reserves. Please see The Campus Guide to Copyright Compliance for more information.

### **What is fair use?**

Fair use is stipulated in section 107 of Title 17 of the U.S. Code. It states:

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies of phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relationship to the work as a whole.
- The effect of the use on the potential market for the work.

For some more help thinking about how your class materials fit into this complex section of the copyright law, you might visit the [Columbia University Copyright Advisory Office site](#).

Sherrod Library's course reserve procedures must recognize the intent of the law. Your signature is required on the Library Course Reserve Form as a method of ensuring that we have made a good faith effort to comply with the law.

### **What are fair use guidelines?**

The following are the guidelines that Sherrod Library uses to determine fair use:

- Use of one chapter/journal article or 10% - whichever is less.
- Under fair use an item can be placed on reserve for one semester. We must obtain permission for an item that is used repeatedly.
- Reserve items should represent only a small portion of class materials.
- Any item falling outside the bounds of fair use requires permission to use. Please allow enough time to process request.



## PROCEDURE

### How to add our D2L account [eReserve] to your course page?

In order to upload requested material, you need to add our D2L account [eReserve] to your course page as a Teaching Assistant (TA access only allows us to upload PDFs, therefore it is your responsibility to remove them).

**Add Existing Users**

[Classlist](#) [Add Participants](#) [Report](#)

**Enrollment Options**

Set all roles to:

Send:  Enrollment email

**Add Existing Users**

Search For:   [Hide Search Options](#)

Search In:  First Name  Last Name  
 Org Defined ID  Username

You must perform a search.

### How to request e-reserve?

To place a course reserve on D2L, please download Library e-course reserve form and submit at the library Circulation & Course Reserve, 1st Floor or you can send it by email at [ereserve@etsu.edu](mailto:ereserve@etsu.edu).

## Course Reserve Contact Information

Comments? or Questions?

Contact Reserve staff at

**Phone:** 423-439-5748

**e-mail:** [ereserve@etsu.edu](mailto:ereserve@etsu.edu).