

Linscheid Library E-Reserves Plan

Equipment and Work Station

A computer and a scanner with a network connection is required. Images will be saved on the K drive.

A scanning station will be located behind the Circulation Desk and in the Reserves Librarian's office. Circulation students will be authorized to scan materials. Images will be scanned at a resolution of 300 dpi. Images will be scanned and saved as a PDF document using Adobe Acrobat Professional.

Log sheets will be kept in a three ring binder next to the scanner to track scanned items (see attached). The Reserves Librarian will input the scanned images into Millennium via Media Management.

Processing Electronic Reserves

Faculty members may fill out a reserves form at the Circulation Desk or they can print the form from the library's web site and send it to the library with high quality photocopies of reserves materials. Originals will not be accepted. Electronic files will be accepted. Full time staff members who take the requests and materials must be sure to check that all the information has been filled out and that all materials submitted are accounted for. In addition, faculty members must sign the form. This signature indicates that the faculty member has read and understands Linscheid Library's copyright and fair use guidelines. The full time staff member must then initial the request form.

Articles requested for reserve will be checked by the Reserves Librarian to establish whether the library has a subscription to an electronic version. If so, a record will be created for that article with a link to the appropriate database. Items that are not available electronically must be scanned.

The library staff will address each electronic reserves request in the order in which it is submitted. Requests for immediate processing are considered on a case-by-case basis. A maximum of one week is required for staff to process electronic reserves. This does not include the time needed to obtain copyright permission. Items may be uploaded while permission is being sought.

The electronic reserves files must be tested after they are uploaded. Once they are loaded into Millennium, the reserves materials will be returned to the faculty member. Back up files will be stored on a USB flash drive. The flash drive will be kept in a secure location that is accessible to full time staff members and the student performing the scanning.

It is the responsibility of the library staff to report problems and/or student complaints about electronic reserves to the Reserves Librarian.

Accessing Electronic Reserves

Access to electronic reserves will be made available to all students and faculty. Patrons will be required to authenticate with their name and ECU ID number. The authorization system must allow students and faculty to access the resources from any computer with Internet access and a web browser. Users will also be required to have Adobe Acrobat Reader to view electronic reserves.

Marketing

The Reserves Librarian will post an announcement about e-reserves in the reserves section of the library web page. In addition, the Reserves Librarian will send informational flyers and emails to faculty announcing the e-reserves option. It is expected that library liaisons will market e-reserves at departmental/school meetings.

Flyers will also be kept at the circulation desk. When a faculty member approaches the circulation desk with paper reserves submissions, the circulation staff will be able to publicize electronic reserves and provide the faculty member with information about e-reserves.

Electronic Reserves Copyright Guidelines

- Linscheid Library will follow the principles of fair use (see below) when placing materials on reserve.
- The library's electronic reserve system will not include any material unless the instructor or the library possesses a lawfully obtained copy.
- Whenever possible, materials to be copied or scanned will be purchased by Linscheid Library.
- All use of materials placed on electronic reserves will be at the request of faculty members solely for the noncommercial, educational use of students.
- Access to electronic reserves will be limited to students, faculty and staff of East Central University.
- A copyright notice will appear on each electronic reserve item.
- All material on electronic reserve will be suppressed at the end of each semester, unless it does not fall under copyright restrictions or unless copyright permission has been requested and granted by the publisher.
- Linscheid Library will not provide access to electronic reserves for inactive courses at any time.
- Materials that can be placed on electronic reserve without obtaining copyright permission: lecture notes, exams and homework solutions, original powerpoint presentations, government publications, and items in the public domain.
- Permission must be obtained from the copyright holder if the material is to be reused by the same professor in subsequent semesters.
- Linscheid Library reserves the right to deny materials that violate copyright.

Fair Use

Linscheid Library will follow the CONFU (Conference on Fair Use) guidelines on what constitutes fair use. CONFU places the following limitations on electronic reserve materials

- No more than 10% or one chapter from a book. Percentages are based upon the total number of pages in the volume. Complete books will not be scanned in their entirety for electronic reserves.
- No more than one article from one journal or newspaper title per course.
- No more than one short story, short essay or short poem regardless of collection or anthology.
- No more than one chart, graph, diagram, drawing or picture from a periodical, book, or newspaper.
- No more than 10% or 3 minutes from a motion picture.
- No more than 10% or 30 seconds from a music recording or video.