

## ELECTRONIC RESERVES: PURPOSE AND POLICIES

Electronic Reserves (E-Reserves) expands the scope of the traditional "in library" reserve service. E-Reserves facilitates the distribution of reserve materials (i.e. relevant classroom/educational materials) to students by offering the convenience of electronic access to materials at any hour using the Internet. The system permits students to find, view and save/print course materials that have been placed on reserve by instructors. Faculty may place a wide variety of materials on E-Reserve including: journal articles, book chapters, syllabi, course notes, assignments, or other relevant items such as links to class or course-related websites.

### Policies

Please allow 5-10 days to process E-Reserves requests. At the beginning of each semester please allow a minimum of 10 days for processing.

### Formats

Materials can be submitted in many different formats:

- Electronic Documents – a number of file formats are supported by the E-Reserves server including: MS Word, MS PowerPoint, MS Excel and Adobe PDF.
- Hard Copy (Paper) – journal articles, books, book chapters, syllabi, course notes, solution sets, will be scanned and placed on the E-Reserves server as Adobe PDF files.
- Web links – links to web pages on the Internet can be added. We will automatically search for links to journal articles in our online databases.
- CDs – We can put MP3 files on E-Reserves

### Passwords

Materials on E-Reserves will be accessible by faculty name, department, course name or number. Access to the material will be restricted to specific classes by means of a password. The instructor will provide the library with a password and is responsible for distributing the password to students. The password must be at least three characters in length and have no spaces.

### Copyright

U.S. Copyright Law and its fair use provisions will be followed by the library in providing E-Reserves. **Faculty members are responsible for acquiring all necessary copyright permissions and providing a written copy of permission to the library if needed.** (See detailed copyright compliance guidelines on reserve in the library.) The library will not place materials on reserve, and/or will remove materials, if needed copyright permission is not acquired by the faculty member. **The library will not be responsible for seeking and managing copyright permissions** but some assistance in obtaining copyright permission may be available.

The library will not place materials on the E-Reserves system without copyright permission if the nature, scope or extent of copy is judged by the library to exceed the reasonable limits of fair use or is otherwise unsuitable for electronic reserve distribution.

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