



E-Reserves

The library electronic reserves system exists to provide access to materials for students enrolled in specific classes at Pierce College. The collection is accessible 24 hours a day (on or off-campus) through the Library's web site. To access the collection, users will need an Internet connection; an Internet browser, such as Internet Explorer, Firefox, or Safari; Adobe Acrobat Reader version 4.0 or higher; and a password to open a document. Users must be current Pierce College students, staff, or faculty.

Electronic Reserves and Copyright

All materials directly posted or linked within the system must fall within the context and limits of copyright law.

Current copyright law gives legal protection to nearly all reading and other course materials that an instructor might place on electronic reserve. Materials may be offered on such systems only if:

- The instructor is the copyright owner of the material
- The copyright owner of the material grants permission (permissions must be on file in the library)
- The use of materials is "fair use" under the law (see reference to Fair Use below)
- The material is in the public domain

Fair Use and Library Reserve

In order to stay within the boundaries of Fair Use, the following general standards should be adhered to:

- The work placed on library reserve should be related directly to the educational objectives of the course.
- Materials should be placed on library reserve only at the specific request of the instructor.
- Access to materials should be limited by password or other means to deter unauthorized access beyond students enrolled in the specific course for which the materials are needed. The library's website advises users that materials are made available exclusively for use by students enrolled in the specific course and must not be distributed beyond that limited group. Passwords will be changed quarterly and will be provided to the course instructor to distribute to the class. Passwords are to be given only to currently enrolled students in the class.
- Students should not be charged specifically or directly for access to materials placed on library reserve. No person or unit at the college should benefit monetarily from the use of the materials. If students choose to print a copy of the materials, print charges consistent with the library's printing policy will apply.

- Repeat use of the same materials by the same instructor for the same course may require permission from the copyright owner. Repeat use may be allowed for materials in databases subscribed to by the library when access is not practicable by providing a link or directing students to the materials.
- Materials placed on library reserve should include a citation to the original source of publication and a form of copyright notice.
- Library Reserve should not include any material unless the instructor, the library, or another unit of the educational institution possesses a lawfully obtained copy.

Permission to Post Materials on Electronic Reserve

The library staff will check the availability of the materials through the Copyright Clearance Center. If permissions cannot be obtained through the CCC, individual faculty will be responsible for sending a request letter to the copyright owner. The library staff will provide the faculty member with a sample form letter.

If the library possesses or has lawful access to an electronic version of a work, the library will link or direct users to that resource. If such an arrangement for access is not practicable, the library will permit such placement of an electronic version of the work on the reserves system, and will permit such placement for repeated academic quarters, as long as the library continues to have such ownership of or access to the work.

Procedures and Timelines

Please allow 4 days for processing of reserve material.

If permissions need to be checked, please allow 2 days extra.

Contact the library reserve coordinator if there are further questions.

Revised Aug, 2008