| **Purpose:** | Sets out the principles and procedures to be followed by staff in relation to the Reserve Collections held by the University Library |
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1 INTRODUCTION AND PURPOSE

1.1 This document Guidelines: University Library Reserve Collections (‘Guidelines’) sets out the principles and procedures to be followed by staff in relation to the Reserve Collections held by The University of Notre Dame Australia (University). Any forms associated with these Guidelines are available to staff via the University Library website (library.nd.edu.au).

1.2 These Guidelines must be read in conjunction with any relevant University policies, procedures and other Guidelines as may apply from time to time, including but not limited to, the Code of Conduct for Staff, the Code of Conduct for Students and the Policy: Intellectual Property. In addition, University employees should be aware of their legal obligations in relation to the use of intellectual property and should ask the Library for assistance where uncertain.

2 GENERAL PRINCIPLES

2.1 The purpose of the Reserve Collections is to ensure reasonable access for all students to materials that have been selected as unit reading requirements. The Reserve Collections are not permanent collections. While items can be added and removed between and during semesters, it will generally be assumed that materials placed in the Reserve Collections will remain in the Reserve Collections for the current semester only.

2.2 Material may be placed in the Reserve Collections at the request of academic staff or by library staff when there is evidence of heavy use.

3 TYPES OF MATERIALS

Materials placed in the Reserve Collections may be either in print or electronic format.

3.1 Print materials will be drawn from the Library’s print collections and made available in the Reserve Collections of these libraries. Print Reserve Collections may be either ‘Open’ or ‘Closed’ depending upon the set-up of the specific library.

3.2 Electronic materials will be materials that have been converted from a print version to digital file, subject to the terms of our Copyright licence. Materials which can be accessed via one of the Library’s subscriptions or which are freely accessible via the internet will not be placed in the Electronic Reserve Repository (“eReserve”)
4 DEALING WITH SPECIFIC MATERIALS

The specific types of materials that may be included in the University’s Reserve Collections and the way in which each of these will be dealt with are as follows.

4.1 Textbooks – these are the texts set by the course co-ordinator. Students are expected to buy a copy of these texts. The Library will purchase at least one copy of each text in use during the current semester and liaison librarians may add additional copies as they determine necessary. Electronic versions will be preferred if available.

4.2 Essential Readings – these materials are required readings but students are not expected to purchase a copy of them. The Library will purchase at least one copy of each Essential Reading text in use during the current semester and liaison librarians may add additional copies as they determine necessary. Electronic versions will be preferred if available. If a specific reading is within the Copyright Licence limits of the University’s subscription to an electronic resource, the relevant portion may be included as an eReserve reading. Staff may choose to provide the University Library with personal copies of essential readings for inclusion in the Reserve Collections where the item(s) is commercially unavailable.

4.3 Audio Visual Content (DVDs) – DVDs may be included in Reserve Collections upon request to the relevant Library.

4.4 Audio Visual Content (Streamed) – the licences in accordance with which the University gains access to streamed AV content generally prevent the copying and reproduction of the content by saving of the digital file to another location. Academic staff should link students to the content where it resides using a ‘stable’ or ‘persistent’ link to the content rather than seek to include streamed AV content in a Reserve Collection. The University Library can provide advice to staff on how to link to such resources as required.

4.5 Audio Visual Content (on the web) – in general the Copyright Act does not allow copying or reproduction of material from the internet as a saved file, even where it seems to be freely available, without permission from the copyright owner. The Library therefore will not add these materials to the Reserve Collections and encourages academic staff to link directly to such materials, abide by all terms and conditions set out by the website owners and clearly and comprehensively attribute the source of the content. The University Library can provide advice to staff on how to link to such resources.

4.6 Chapters and extracts from hard copy books – the University has a licence agreement in place which allows these readings to be scanned and uploaded to the eReserve repository by the University Library, subject to the conditions of the licence agreement. Staff outside the Library are not permitted to scan or upload copyrighted material to the eReserve but will be provided links to these scans by the University Library for the duration of the relevant semester. In some circumstances requests to the University Library to upload readings may not be approved and where this is the case the Library will advise the requesting staff member of this.
4.7 **Journal Articles from hard-copy journals, magazines or newspapers** - the University has in place a licence agreement which allows these readings to be scanned and uploaded to the eReserve repository by the University Library, subject to the conditions of the licence agreement. Staff outside the Library are not permitted to scan or upload copyrighted material to the eReserve repository but will be provided links to these scans by the University Library for the duration of the relevant semester. In some circumstances requests to the University Library to upload readings may not be approved and where this is the case the Library will advise the requesting staff member of this.

4.8 **Chapters and extracts from eBooks** - the licences in accordance with which the University gains access to eBooks generally prevent reproduction of the content in either a print form or by saving the digital file to another location. Academic staff should link students to the content where it resides using a ‘stable’ or ‘persistent’ link to the content rather than seek to include them in a Reserve Collection. The University Library can provide advice to staff on how to link to such resources.

4.9 **Journal Articles from e-journals** – the licences in accordance with which the University gains access to electronic periodicals generally prevent reproduction of the content in either a print form or by saving the digital file to another location. Academic staff should link students to the content where it resides using a ‘stable’ or ‘persistent’ link to the content rather than seek to include them in a Reserve collection. The University Library can provide advice to staff on how to link to such resources.

4.10 **Documents freely available on the internet** – in general the Copyright Act does not allow the copying or reproduction of material from the internet either in print or as a saved file, even where it seems to be freely available, without permission from the copyright owner. The Library therefore will not add these materials to the Reserve Collections and encourages academic staff to link directly to such materials, abide by all terms and conditions set out by the website owners and clearly and comprehensively attribute the source of the content. The University Library can provide advice to staff on how to link to such resources.

5 **BUILDING THE UNIVERSITY’S RESERVE COLLECTIONS**

5.1 The print segments of the University’s Reserve Collections will be developed on the basis of advice from Unit Co-ordinators. Unit Co-ordinators must request each semester that the University Library make any Essential Readings available in the appropriate Reserve Collection. The University Library will obtain information regarding Textbooks from the Co-op Bookshop and use this to make these items available in the appropriate Reserve Collection.

5.2 The electronic segments of the University’s Reserve Collections will be a common pool of resources housed within the eReserve. Materials will be added at the discretion of the University Library upon request from academic staff. Staff making such a request must clearly identify the item to be digitised and, where not already available in the University Library, provide a print copy which is capable of being digitised. Where neither the staff member making the request nor
the University Library has access to a copy which is capable of being digitised, the University Library will endeavour to obtain a copy of the item.

6 RETENTION OF MATERIAL IN THE UNIVERSITY’S RESERVE COLLECTIONS

6.1 Print materials will generally be held in the Reserve Collections only for the semester in which the course they support is being run.

6.2 Electronic materials will only be made available to students (or ‘published’) for the semester in which they are to be used. At the end of this time the materials will be ‘un-published’.