

## Library Policies

### Course Reserves

With respect to Canadian Copyright law and StMU Library Course Reserves the Library operates according to the following policy on permissible & non-permissible practices as well as additional requirements.

#### Placing Materials on Course Reserve

For the 2011/12 academic year the Library will not accept photocopies of copyrighted materials to be placed on Course Reserve. Placing photocopies materials on course reserve cannot be used in lieu of obtaining permissions or ordering Course Packs from the StMU Bookstore. In lieu of placing photocopies on Course Reserve there are alternatives:

- If you have materials that you would normally photocopy for placement on Course Reserve please submit the title in question to your Area Chair to be placed on the order list submitted to the Library for acquisitions for the collection.
- If the materials that you wish to place on reserve are available as part of one of the Library's electronic journal subscriptions, or the title is available freely online, you can create your own course reserve reading list in a Course Moodle or MyStMU course page. Please make sure that you **ONLY** supply the URL links to actual articles. Please do not post actual copies of articles of materials in question.

**NOTE:** Ordering materials for the Library collection can take some time. Most order, if not delayed or back-ordered, take about 4-5 months for delivery. Please plan ahead and allow sufficient time for processing of orders.

**DISCLAIMER:** The Course Reserves policy is based on the AUCC Fair Dealing Policy. However, it has not yet been vetted by StMU Dean's Council or Academic Council.

#### Permissible

Faculty members may request the following materials be placed in the Reserve Collection:

- original items/titles (books/monographs) from the library's circulating collections, instructors' personal collections (including photocopied material of class notes, syllabi & old exams, etc.);
- your own lecture notes, sample questions/exams are Reserve-friendly.
- sample student work, with signed permission of the author/student.

**NOTE:** Posting URL's/hyperlinks to electronic resources already licensed by the Library and to resources posted for free access on the internet IS legal & permissible under current copyright statute. However, it is advisable that such "reserve reading lists" of links to articles be posted on a course page behind the login wall of the StMU Portal.

**ADDITIONAL NOTE:** Where necessary and in lieu of photocopies, it is sometimes possible that original items may be rush purchased by the Library to place on Reserve.

#### NOT Permissible

- Material that is still under copyright material normally requires permission from the copyright holder before photocopies can be placed on the StMU Library Course Reserve. Currently, and for the 2011/12 academic year the Library is not accepting photocopies of copyrighted materials to be placed on Course Reserve.
- Placing photocopies of materials which are in StMU Library's print collection is not allowed. Instead, please apply to have the entire volume placed on Course Reserve.
- Placing photocopies of materials which are in StMU Library's electronic resources collection is not allowed. It is recommended that course instructors create a course webpage in the MySTMU portal and link directly to those materials which are online.