

Please fill out **ONLY** if you want scanned, photocopied or downloaded material, or a personal print item (for example, a book that you own), placed on reserve.

September 2014

UNB Law Library Electronic Course Reserve Request Form

All instructors who wish to place material on electronic reserve, or who want to put a personal print item on reserve, must use this form. Please submit the completed form to Cathy Cotter (can be left at the circulation desk or emailed to lawres@unb.ca).

Instructor:	
Course #:	Course Name:

Reserve Type: P – Print (Personal Copy) E - Electronic

Call No. (if applicable)	Item to be placed on reserve (complete citation information is needed, i.e. publisher, author, year, title, edition, etc.)	Instructor loaning personal copy (Y/N)?	Reserve Type (E/P)?	Term on Reserve	# of pages (not required for books) *	Library Use Only

* Only fill this out if you require scanned, photocopied, or downloaded material to be placed on electronic reserve.

>>See other side for more information<<

UNB Law Library Copyright Guidelines

- 1) UNB must own the material to be placed on reserve. If UNB does not own the material but the instructor does, the instructor may loan the material (original content only) to the library to put on temporary reserve; a complimentary desk copy of a book, however, cannot be put on reserve. Please note: this applies to electronic reserves as well as print reserves. The library must have the complete work in print format in order to load a portion as an electronic reserve.
- 2) Please note that all electronic reserve materials are password protected on the reserves system.
- 3) Please review the UNB Copyright guidelines and other information, which can be found at <https://www.lib.unb.ca/copyright/>. In particular, we ask all instructors to review the fair dealing guidelines, which can be found at <https://www.lib.unb.ca/copyright/Glossary.php#fair>.

UNB Law Library Notes:

- a) Only material that can be captured under fair dealing guidelines will be placed on reserve. Materials that require copyright clearance ought to be submitted to the General Office.
- b) All electronic and personal print item reserve requests must be submitted using this form. The form can be submitted in print to the circulation desk or can be scanned and emailed to lawres@unb.ca.
- c) Law library staff will only post electronic content to electronic reserves. Address requests for links to be created and placed on TWEN to the General Office.
- d) Photocopied, scanned, and downloaded material to be placed on reserve must be provided by the instructor at the time the request is submitted either by providing print, electronic, or email copies (lawres@unb.ca); scanned items should be scanned to a low resolution (for ex. 300 dpi) so the files are not large.
- e) Law library staff will not search for or find material to be placed on electronic reserve.
- f) Electronic reserve materials will be removed promptly after they are no longer required to be on reserve (indicated by the 'Dates on Reserve' column).
- g) All requests to put books and other physical material owned by the law library on our print reserve ought to be sent to Heather Doherty at hdoherty@unb.ca.
- h) Instructors should allow at least three (3) business days for a reserves request to be processed. Instructors will be notified if it will take longer than three (3) business days.