

LIBRARY RESERVES POLICY

Policy Statement

"AUC Libraries will hold on reserve materials that are assigned by faculty and instructors to students in their courses. These materials may be in physical or electronic formats.

The reserves system operates within the limits set by the Copyright Policy of the Library. All requests submitted to the Library will be reviewed, and the Library reserves the right to decline requests that do not comply with its policies, terms of license, or applicable laws.

In addition, faculty and instructors may choose to place materials on electronic reserve using Blackboard or other course management systems. These systems are not operated or vetted by the Library. When using these systems, it is the responsibility of each faculty member or instructors to ensure that their use of copyrighted materials is lawful, and to seek permissions from publishers if necessary. "

Copy-right policy: <http://www.arl.org/focus-areas/copyright-ip#.WLU1bW997cs>

Reason for Policy/Purpose

The AUC Library's electronic and print course reserves provide access to supplementary course materials in support of the University's academic mission. The collections of the AUC Library are purchased by the University for the nonprofit, educational use of students and faculty with the understanding that there may be multiple uses of a limited number of copies. The sole purpose of library print and electronic course reserves is to facilitate student access to readings for university classes. In addition, many online resources are licensed for use by AUC students, faculty and staff members.

Who Approved This Policy

The Library School Council and Dean of LLT

Who Needs to Know This Policy

All AUC faculty, Instructors, currently enrolled students, and staff members.

Web Address for this Policy

http://schools.aucegypt.edu/library/departments/Pages/electronic-reserves_old.aspx

Contacts

Responsible University Official: Mamdouh Philip, Associate Director, Access Services & Tahrir Library

Responsible University Office: Circulation/ Reserves desk

If you have any questions on the policy or procedure for [] policy, you may:

1. Call Mamdouh Philip at [3776/4826]
2. Send an e-mail to [mamdouh]@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy
Fair use:	See copy right policy link

Policy/Procedures

The AUC library will not place materials on electronic or print course reserves if it judges that the nature, scope or extent of the material is beyond the reasonable limits of fair use.

The reserves system will permit simultaneous use, by multiple authorized users, accessible on the network. Users connecting to the electronic course reserves from outside the campus must identify themselves as an authorized user by logging-in with their valid User Name and ID Number before they can access the materials.

Authorized users may view, download or print copies from the system. The AUC system stores documents in **pdf** files. If accessing from a personal machine the user will be prompted for the appropriate plug-in if needed before viewing and printing. Users may make one copy for private study, personal reading, research, scholarship or education. **Whenever possible, the Library will link to licensed materials.**

Members of AUC library will review the reserves request in accordance with copy right policy and reserve the right to reject requests that are found not to be compliant. **Reserve requests will be processed in the order in which they are received.**

Materials will only be made available for the semester in which the class is being taught. All material will be removed from the electronic course reserves system after the semester has ended. Renewals will be made upon request for a maximum of 2 consecutive semesters.

The AUC Libraries will routinely monitor the effectiveness of this policy and make every effort to ensure that library services are in compliance with the copyright law.

On a preliminary or introductory screen the system displays a copyright notice, consistent with the notice described in section 108 of the Copyright Act.

NOTICE: Egyptian and United States Copyright law allows libraries provide copies under certain conditions. One of these conditions is that the copy or reproduction may not be used for any purpose other than private study, scholarship, or research', and that only one copy be provided for scholarly purposes, unless copyright fees are paid. Additional copies from this computer system may be in violation of copyright laws and is prohibited.

http://schools.aucegypt.edu/library/departments/Pages/electronic-reserves_old.aspx

Forms/Instructions

https://forms.aucegypt.edu/lib/coursreserve/resrform_2.htm

Related Information

<http://www.arl.org/focus-areas/copyright-ip#.WLU1bW997cs>

Appendices (*optional*)

RESERVE GUIDELINES FOR UNIVERSITY FACULTY

<http://schools.aucegypt.edu/library/departments/Pages/faculty-guidelines.aspx>

History/Revision Dates

Origination Date: 2006

Last Amended Date: March, 6, 2017

Next Review Date: March 6, 2018