

Electronic Course Reserves – Guidelines for Dentistry Faculty

Electronic course reserves are available through Blackboard, the URMCC course management system. Electronic course reserves allow students registered for a course to access readings and other course materials 24 hours a day, 7 days a week, from any computer with Internet access. Bibby Library will place on electronic reserve for a specific Dentistry course excerpts from copyrighted works (e.g., books and journals) in accordance with US Copyright Law and the fair use guidelines. These guidelines govern formal classroom distribution of copied materials and extend to reserve readings as well. Following are Bibby Library's policies for the use of electronic reserves.

A. Faculty members are responsible for determining if use is consistent with US Copyright Law and the fair use guidelines.

Before requesting that materials be placed on e-reserve, faculty should determine whether or not permission to copy the materials needs to be obtained. It is recommended that faculty refer to the University of Rochester's Copyright Clearance and Fair Use web site (<http://www.lib.rochester.edu/copyright/>) and complete the *UR Fair Use Analysis Worksheet* (<http://www.lib.rochester.edu/copyright/wksheet.htm>) to determine if the use of a copyrighted work meets the criteria for fair use, based on the following four factors:

1. The purpose and character of the use.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

All four factors must be taken into account before reaching a conclusion.

B. Faculty members or their departments are responsible for obtaining copyright permissions and payment of any fees.

If permission is required to copy any material, the department can obtain this through the Copyright Clearance Center's Academic Permission's Service (<http://copyright.com>).

C. Faculty members must provide Bibby Library with a clean, single-sided, unstapled photocopy of the material to be placed on electronic reserve.

The library staff is available to assist you in setting up electronic course reserves through Blackboard. In addition to photocopies of materials to be placed on electronic reserve, library staff need the following course information:

- ⌚ Name of course & course number
- ⌚ Instructor(s)
- ⌚ Beginning and ending dates of course
- ⌚ List of students enrolled in the course

D. Materials will be removed from electronic course reserves at the conclusion of the course.

E. Bibby Library reserves the right to refuse to place on electronic course reserves any materials where the nature, scope or extent of use is beyond the fair use exemption.

Examples of uses that are beyond the fair use exemption are multiple chapters from the same book, multiple articles from the same journal issue and repeated use of the same journal article.

For further information, please contact:

Elizabeth Kettell, Librarian (275-3247) – to set up e-reserves for your course

Supporting documents:

Faculty Handbook, Copyright and Fair Use Policy

<http://www.rochester.edu/provost/FacultyHandbook/UniversityPolicies/Copyright.html>

