

Ereserves Policy

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- Articles/Photocopies Policy
- Audio/MP3 Policy

How do I submit MP3 audio reserve requests to the library?

Other Audio Reserves Information

Articles/Photocopies Policy

You must fill out a **Crossett Library ~ Reserve List** form, located on the college's Web site (by following this path : Faculty & Staff > Library Resources > Put library items on reserve.

http://www.bennington.edu/facstaff_lib_reserveonline.asp

Please give or send this form to Kathy Williams. kathyw@bennington.edu

All photocopies will be digitized and made available through electronic Course Reserves.

Follow these library guidelines for submitting articles:

- 1) Articles must be one-sided, on 8.5 x 11" paper, one page of text per page, with complete bibliographic citation information on the first page. Include a copy of the copyright notice: Copyright [year], [name of copyright owner].
Example: Copyright ©1988, Pico Iyer (This notice is found on or near the title page of a book, and usually on the first page of a journal article.)
- 2) Bring photocopied articles to the library, or send PDFs or Word document attachments to Kathy Williams kathyw@bennington.edu
- 3) You will be notified when your material is posted. You will be sent a Course Password for this class; for copyright purposes, it is essential that you share this password with students enrolled in the course only. They will need this password each time they access the material.
- 4) Please review your course list to be sure everything has been included. Notify Kathy Williams kathyw@bennington.edu if anything is missing.

Audio/MP3 Policy

Bennington College and Crossett Library believe that access to a complete musical work is imperative to the teaching and learning experience. Therefore, the Crossett Library concurs with the Music Library Association's (MLA) Statement on the Digital Transmission of Electronic Reserves,

<http://www.lib.jmu.edu/Org/MLA/Guidelines/Accepted%20Guidelines/Digital%20Reserves.aspx>

MLA's statement refers to [Section 110 \(1\) of the Copyright Act of 1976](http://www.copyright.gov/title17/92chap1.html#110),

<http://www.copyright.gov/title17/92chap1.html#110> which specifies that the following be permitted:

Performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images is given by means of a copy that was not lawfully made...and that the person responsible for the performance knew or had reason to believe was not lawfully made.

How do I submit MP3 audio reserve requests to the library?

- 1) If you will be creating the digital copies, please refer to the online tutorial page (created by Travis Garrison tgarrison@bennington.edu) for how and where to create these files.
 - Within M: aud_reserves\$, please create a main folder and title it with your name; within this folder, create/title additional folders for each course by the course name.
 - Save your MP3s in the appropriate course folder(s). Name the mp3s as follows: "Artist Name – Album Name – ThisIsTrack1.mp3"
Ex: Miles Davis – Tutu-1986 – 01 Tutu.mp3 (The year isn't necessary but may be helpful for if you're teaching chronologically, by decade, etc.)
 - In your course reserve list, the album title will be the title of the record, the author will be the artist's name, and each track will be named the song #/title.
 - Please notify Kathy Williams x4605 kathyw@bennington.edu when your files are ready for uploading.
- 2) If you will not be creating the copies, please give the CDs to Travis Garrison or Nino Mendolia, with a typed list of what you would like digitized, and for which course.

Other Audio Reserves Information

- To comply with copyright law, the faculty or Jennings Music Library ***must*** own a lawful copy of the CD. Please notify Susan Reiss susanr@bennington.edu in the Music Library if the CD used is your own. The music library will make a good-faith attempt to purchase a copy and add it to the collection.
- Items will be uploaded to your Course Reserves list on a first come, first served basis.
- You will be notified when your material is posted. You will be sent a Course Password for this class; for copyright purposes, it is essential that you share this password with students enrolled in the course only. They will need this password each time they access the material.
- Please review your course list to be sure everything has been included. Notify Kathy Williams kathyw@bennington.edu if anything is missing.