

E-Reserves: A Primer

E-reserves come in three formats: audio, video, and text. The policies and procedures for audio and video e-reserves haven't changed, and you can find information about those services on the reserves webpages: <http://web.wellesley.edu/web/Dept/LT/Collections/Reserves/ereserves.psm>

New for Fall 2010, text e-reserves will no longer require IS mediation. Faculty will be able to upload their own materials directly to the e-reserves conferences. Staff are available to help with any questions:

Copy Center: Vicki Mutascio, x2395

Clapp: Dale Katzif, x2109

Marisa Shariatdoust, x2925

Emily Strong x3923

Choosing Material

Copyright and Fair Use information is on the back of this sheet. Please use these guidelines and limits when choosing material to place in your e-reserves conference. Faculty are responsible for following copyright law, so please discuss any questions you have about e-reserves materials with Dale Katzif (x2109), Marisa Shariatdoust (x2925), Emily Strong (x3923), or the college's Copyright Officer, Graham Henderson (x3514).

Scanning Material

The Copy Center is able to scan all materials for e-reserves. More information about the costs and turnaround time for requests can be found on the Copy Center's e-reserves information page: <http://www.wellesley.edu/Copy/Home/e-reserve.html>

Faculty can upload materials scanned by someone other than the Copy Center, but please be very careful with the file size and the image quality. Most readings should not exceed ~1MB, and there shouldn't be any black margins or fuzzy backgrounds. Adobe Acrobat Professional is the best tool for reducing file size and cleaning the image. This can be difficult and time-intensive, and the Copy Center is often the best choice for producing clean e-reserves scans.

Posting Material

Please request an e-reserves conference, as usual. In FirstClass go to Wellesley Conferences > Conference Requests > E-Reserves Conference Request Form.

The Copy Center will send any scanned PDFs back to the faculty member, who can upload the file directly to the e-reserves conference.

Materials from databases or generated outside the Copy Center can be uploaded at any time without any administrative staff intervention. The same is true for URLs to online materials.

Copyright and Copywrong: A Quick Guide for Text E-Reserves

Copyright and Fair Use apply per class, per semester, and faculty are responsible for adhering to copyright laws. This means that you can post one chapter of a book for one class and a different chapter of the same book for a different class and be within the limits for Fair Use. You *cannot*, however, post a chapter, remove it after a week, and post another chapter. The Fair Use limit is cumulative throughout the semester even if you remove the materials.

Always Acceptable for E-Reserves:



- URL links to materials that are already available online
 - Websites, government documents, journal articles in Wellesley's library databases, e-books, etc.
 - See a reference librarian for help finding stable URLs in databases.
- Government documents
 - Scanned or linked, they're all good to go! (Thank you, Government Printing Office.)
- Works that are in the Public Domain
 - Material published before 1923
 - <http://www.copyright.cornell.edu/resources/publicdomain.cfm>
- Your own *unpublished* work
 - Lecture notes, practice exams, answer keys, etc.
- 1 chapter OR up to 10% of a work that is under copyright
 - You can use whichever measure is larger.
 - In the case of a journal, you can use one article per issue or up to 10% of the issue.
 - If there are no chapters in the material, use the 10% limit.
 - In the majority of cases, the copyright for your own *published* work is held by the publisher—you will still need to apply this 1 chapter/10% limit to your own published writing.

Never Acceptable for E-Reserves:



- Scanning or downloading more than 10% of a work under copyright.
 - For copyright purposes, downloading articles from a database is just like scanning or photocopying.
- See <http://www.wellesley.edu/Library/copyright.html#fairuse> for more extensive information.

If you have material that doesn't fit into one of these categories, please consult a member of the reserves team for additional information.