



Course Reserves

Policy

The Douglas and Judith Krupp Library Borrower Services department maintains and provides access to all Course Reserve materials in support of the academic needs of the Bryant University community. Physical reserve items can be accessed by students within the library during operating hours, while electronic reserve materials are password protected and can be accessed online 24 hours a day from anywhere in the world using current Bryant login credentials.

A listing of all items reserved for a class, regardless of format, can be found on its listing in the Course Reserves section of the library catalog.

Physical Reserves

Physical materials – owned either by the library or the faculty member – may be placed on reserve for use by students. Loan periods (2 hours, 24 hours, 3 days, or 7 days) are up to the discretion of the faculty member.

Electronic Reserves (E-Reserves)

Electronic reserve items are accessible either directly through the catalog (for items the library has access to via our databases) or a class's Google Drive folder (for those items not owned/accessible by the library), linked to in the Course Details field of the Course Reserve record. Bryant login credentials must be entered for off-campus access to catalog items; and for all Google Drive folders whether users are on- or off-campus.

All articles/excerpts submitted by a professor for e-reserve storage in Google Drive must meet the guidelines for Fair Use, as determined by Section 107 of U.S. copyright law. The following four factors must be considered:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
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; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Keep in mind these considerations when deciding if a work meets Fair Use guidelines:

- **Usage** – The material must be used in a “transformative” manner that adds value to, or is markedly different from, its original purpose, as opposed to being presented in strictly “as is.”
- **Amount and/or nature presented** – Only the material needed for classes’ / assignments’ needs can be placed on e-reserve, no more, and should not adversely affect sales and/or related royalties due to the creator(s).

Please note: the Borrower Services Department will review all works submitted for Course Reserve, physical or electronic, and may reject any items that do not meet Fair Use guidelines in order to protect the faculty, the library, and/or the University from any potential legal consequences. In those cases where we cannot place material on reserve, we will work with you to find an alternative solution.

If you have any additional questions about Fair Use / copyright compliance, please feel free to contact the Borrower Services staff, or consult [this Copyright Resources page by our colleagues at Wayne State University](#).

Guidelines and Responsibilities

General

1. Only items required for the class should be placed on reserve, regardless of format.
2. Please allow up to 24 hours for processing of reserve items, and up to a week during the rush in the first week of the semester.
3. When possible and regardless of format, reserve items will be listed in the catalog under the faculty member’s last name and/or the name of the course (e.g., Smith, ACG 101, etc.).
4. At the end of each semester, you will be asked to review all items on reserve for your classes and remove those no longer in use. Your assistance in these efforts is invaluable in the maintenance and use of course reserve materials, helps to alleviate storage issues, and assures our continued compliance with copyright law.



E-Reserves

1. Faculty members are responsible for making sure all materials submitted for e-reserve are compliant with Fair Use guidelines (see above).
2. If the article / excerpt submitted is available through one of the databases to which the library subscribes, we will link to that instead of scanning & storing it ourselves.
3. Materials submitted for e-reserve should include citation information (preferably in MLA or APA format) and the copyright statement from the original work or database article.
4. Please do not submit any more material from a specific source than is needed for class / assignment needs. Remember that it must arguably meet the guidelines for both transformative use and amount necessary for instruction purposes.
5. E-reserve readings may be submitted as a PDF or as a physical document for scanning. Documents to be scanned must be in single-sided, 8.5" x 11" format.
6. Physical copies of articles to be scanned will be returned.
7. E-reserve materials can only be made available during the semester in which they are being used; when the class is over, they may be made unavailable through the catalog, or removed completely.

Physical Reserves

1. Only Bryant-owned materials or personal copies can be placed on reserve. Items from other institutions cannot be used.
2. Copies owned by the library will be placed on reserve whenever possible unless the faculty member prefers a particular edition / version and can provide it.
3. Loan periods (and related decisions about whether the materials may leave the library) will be determined by the professor based on the following options – two hours, 24 hours, 3 days, or 7 days.