

## UNB Law Library Course Reserve Request Form

All instructors who wish to place materials on either print or electronic reserve must use this form. **All references to reserves include both print & electronic reserves unless otherwise stated.** Please submit the completed form to Cathy Cotter (can be left at the circulation desk or emailed to [lawres@unb.ca](mailto:lawres@unb.ca)).

Instructor:	
Course #:	Course Name:

<b><u>Reserve Type:</u></b>
P - Print
E - Electronic

Yes  No  **There is a textbook/coursepack/casebook required to be purchased by students for this course.**

Call No. (if applicable)	Particulars of item to be placed on reserve (as detailed citation information as possible)	Instructor loaning personal copy?	Reserve Type	Dates on Reserve	# of pages (not required for books)*	Library Use Only

\* Only fill this out if you require scanned, photocopied, or downloaded material to be placed on reserve.

I am aware of the UNB Law Library Copyright Guidelines listed below and the more general UNB Copyright Policy (<http://lib.unb.ca/copyright/>) and believe that the listed material to be put on reserve for this course complies with these Guidelines and Policies.

**Date:** \_\_\_\_\_ **Instructor Signature:** \_\_\_\_\_

## **UNB Law Library Copyright Guidelines**

### **Materials placed on reserve must comply with fair dealing guidelines:**

- 1) In order for any photocopied, scanned, or downloaded material to be placed on reserve, there must be a required text for the course that students are required to purchase. A required text can include a commercially published work or material produced by the UNB Faculty of Law with all copyright clearances obtained. Books and other original material may be placed on reserve as a whole (no photocopying, scanning, or downloading required) for a course if there is no required text that must be purchased by students;
- 2) The photocopied, scanned, or downloaded material on reserve for a course cannot take the place of a text or other material that would normally be purchased by students;
- 3) The amount of photocopied, scanned, and downloaded material on reserve for a course cannot make up more than 20% of the total readings for the course;
- 4) UNB must own the material to be placed on reserve. If UNB does not own the material but the instructor does, the instructor may loan the material (original content only) to the Library to put on temporary reserve; a complimentary desk copy of a book, however, cannot be put on reserve. Please note: this applies to electronic reserves as well as print reserves. The library must have the complete work in print format in order to load a portion as an electronic reserve;
- 5) The volume of material from any one particular item or volume to be photocopied, scanned, or downloaded and placed on reserve for any course cannot be large. What is considered large will vary depending on the circumstances, but the larger the volume of material to be put on reserve from one item or volume, the less fair it will be under fair dealing.

### **UNB Law Library Notes:**

- a) Only material that can be captured under the above fair dealing guidelines will be placed on reserve. Materials that require copyright clearance ought to be submitted to the General Office.
- b) All reserve requests must be submitted using the above form. The form can be submitted in print or can be scanned and emailed to [lawres@unb.ca](mailto:lawres@unb.ca). Unsigned and/or undated reserve request forms will not be processed;
- c) Law Library staff will only post electronic content to electronic reserves. Address requests for links to be created and placed on TWEN to the General Office;
- d) Photocopied, scanned, and downloaded material to be placed on reserve must be provided by the instructor at the time the request is submitted either by providing print, electronic, or email copies ([lawres@unb.ca](mailto:lawres@unb.ca)); scanned items should be scanned to a low resolution (for ex. 300 dpi) so the files are not large.
- e) Law Library staff will not search for or find material to be placed on reserve, except for physical copies of books and other material owned by the Law Library to be put on print reserve as a whole;
- f) Course reserve materials will be removed promptly after they are no longer required to be on reserve (indicated by the 'Dates on Reserve' column above).
- g) Instructors should allow at least three (3) business days for a reserves request to be processed. Instructors will be notified if it will take longer than three (3) business days.