

## **Print and Electronic Reserves**

### Lane Library, Armstrong State University

Faculty members at Armstrong may place supplemental course materials on Reserve for their students through traditional print or electronic reserves. Traditional reserve items may include books, photocopies of articles and sample tests. Books may be personal copies or items from the library's collection. Lane Library Reference books, bound periodicals, as well as books obtained through Interlibrary Loan (ILL) or GIL Express may not be placed on Reserve.

ERes, Lane Library's electronic reserve system, may be used in conjunction with or in place of traditional reserves. ERes offers students the convenience of accessing materials through the library website: <http://library.armstrong.edu/eres>.

Reserve items must be in compliance with the USG Board of Regents copyright policy. The Regents Policy on the Use of Copyrighted Works in Education and Research is available at <http://www.usg.edu/copyright>. Faculty wishing to make copyrighted materials electronically available to their students on ERes must first determine whether their use of the materials qualifies as "fair use." To make that determination, each faculty member must complete the fair use checklist, available at [http://www.usg.edu/copyright/fair\\_use\\_checklist](http://www.usg.edu/copyright/fair_use_checklist). If the use is determined to be a "fair use," the faculty member must keep a copy of the completed checklist on file. If the use is not determined to be a "fair use," the faculty member must obtain permission from the copyright holder in writing before the item can be made available electronically. In all cases, the policy requires that each item bear a complete citation and a copy of the copyright statement from the original work.

This policy applies only to works protected by copyright. Self-authored materials, including course notes, tests, etc., do not require a fair use determination. Works published in the U.S. before 1923, U.S. or state government documents, and other public domain materials are also exempt. In addition, AASU faculty and students have access to over a million articles through GALILEO and other license agreements. Links to these articles can be included in ERes or Vista in most cases.

To begin using reserve services, complete a Reserve Materials Form (available at [http://library.armstrong.edu/reserves\\_formv4.pdf](http://library.armstrong.edu/reserves_formv4.pdf)) for each course and submit it with the reserve materials. Faculty placing course materials on ERes must provide the course number and a unique course password, along with unbound copies. All ERes courses must be removed at the end of each term. Faculty may notify staff of their need to have courses placed back on ERes the next time the course will be offered. A new password must be provided at that time.

Reserves processing time is under 72 hours. Currently enrolled students must present a picture ID at the Circulation Desk to check out reserves. Print Reserves generally circulate for a maximum of two hours within the library.

We hope you find Lane Library's traditional and online reserve services to be an asset to your classes. If you have any questions, please contact Carol Yarley or Chris Powers in Lane Library's Circulation Department at (912) 344-3027.