



**University
of Victoria**
Libraries

Inba Kehoe
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MEMO

Date: July 16, 2012

To: Deans, Chairs and Directors

From: Inba Kehoe, Copyright Officer

Re: Changes to Libraries' Reserves Services and Procedures

As mentioned in the July 9th memorandum, *Access Copyright Model License and Implications for Teaching*, UVic Libraries and the Copyright Office, in collaboration with UVic Systems, are implementing a new online system to manage the distribution of course materials and copyright compliance. In addition to streamlining the submissions process for the Libraries' Reserves Services, the system will track the use of both the physical and electronic works for copyright reporting purposes. The new system helps advance the university's position to opt out of the Access Copyright license at the end of December 2015.

Between September and December 2012, the 'soft launch' period, faculty and students will be able to try out the *new* system for distributing course materials online. Our current course reserves system will continue to be available during this period and run parallel with the new system until we 'go live' in January 2013.

Features of the new system

Faculty can easily add new items while providing students an easy-to-use and customizable interface for viewing course readings.

Faculty can submit course materials, including (print and online) copyrighted works, course notes, assignments, exams and other documents for their courses - a one-stop location for all course materials. Materials placed on the new system will only be accessible to students registered in that course. Faculty will also be able to:

- Review past, future and current course materials lists online, any time
- Submit materials in several formats (PowerPoint, WORD, Excel, etc.)
- Automatically notify students by e-mail or RSS feed when items become available
- View up-to-the-minute data indicating which items are being used by students
- Create proxies for designated assistants to access and manage course materials

Before submitting your course materials, consider the following options:

- Assign a textbook for your course
- Create a custom textbook in collaboration with a publisher for your course
- Provide access (hyperlinks) to licensed library resources that are accessible through existing licenses managed by the library
- Use material in the public domain, available as Open Access, or with Creative Commons licenses
- Use material in which you hold copyright
- Use material where permission has been granted by the copyright holder (for Moodle, coursepacks, etc.)
- Provide students with a list of references which they can find in the library

Current Reserve Guidelines

- Books from the library: One print copy will be placed on Library Reserve
- Photocopies of readings (up to 10% of a work) or
 - o An entire article from a newspaper, journal
 - o One chapter of a book, provided it is not more than 20% of that book
 - o An entire article, short story, essay or poem from an anthology
- You may link to material that is available via web, library databases, etc.

New online "Course Collection" Guidelines

- You may link to material that is available via web, [library databases](#), etc.
- You may copy (scan, upload) 20% of a published work available in [Access Copyright's repertoire](#) or via one of the library's licensed resources (see [database permissions](#)).

You may continue to submit course reserve materials for library staff to process in the current system: <http://library.uvic.ca/scripts/webforms/reserves.php>. Please direct any questions to the Libraries' Reserves Services at:

McPherson Library Reserve Services - reserve@uvic.ca

Music & Media Services - libmedia@uvic.ca

Curriculum Library - curric@uvic.ca

Law Library - lawlib@uvic.ca

During the coming months the libraries will be offering training and information sessions for instructors in using the new system. Watch the Libraries' website for further details.

Contact the [Copyright Office](#) or the [Copyright website](#) for more information on this initiative, or if you are interested in piloting the new online system for your fall courses.

Regards

Inba Kehoe
Copyright Officer, University of Victoria