

AUT UNIVERSITY LIBRARY
COURSE RESERVE PROTOCOL

1 INTRODUCTION

- 1.1 Course Reserve consists of course-related material in high demand. Items are added to Course Reserve for a specified time period, at the request of AUT academic staff.
- 1.2 Print or multimedia items are added to the **Course Reserve Collection**. They are shelved in the High Demand area and accessed via the Library catalogue. Items in the Course Reserve Collection are to be used in the Library for 2 hour loan periods, although some multiple copy items will be available for 3 day loan.
- 1.3 Electronic copies or digital items are added to **Electronic Course Reserve**, accessible through *AUTonline* only. They are available 24 hours a day, 7 days a week, to AUT staff and students only.
- 1.4 **A minimum of 5 working days advance notice is required to facilitate processing of course reserve material for items already held by AUT Library. During peak times there may be delays processing Electronic Course Reserve requests. The beginning of semester is a busy time and requests will be processed in order of receipt.**

2 COURSE RESERVE COLLECTION

- 2.1 The following items can be added to the Course Reserve Collection:
- Any book, journal or CD-Rom held in the Library collection.
 - Any video, DVD or sound recording that has been purchased from commercial suppliers and held in the Library collection.
 - Personal copies of items owned by academic staff, pending order of the title by the Library
 - A copy of any free-to-air or pay television programme or radio broadcast in New Zealand and copied under the AUT's Screenrights licence. Please ensure that every copy made under the licence is labelled according to the terms of the Screenrights licence.

3 ELECTRONIC COURSE RESERVE

- 3.1 The Electronic Course Reserve collection provides online access to high demand course materials 24 hours a day, 7 days a week via *AUTonline*.
- 3.2 Persistent links can be created to full text items in databases subscribed to by the AUT University Library, under the terms and conditions specified by the respective licence agreements.
- 3.3 Print items can be digitised and made available in PDF format, provided the copying complies with the conditions specified in the copyright act and the current CLL licence agreement.
- 3.4 **Book Chapters/Extracts**
- No more than 10% of the whole work or one chapter, whichever is the greater may be digitised.
 - Chapters/extracts from books obtained via Interloan cannot be accepted for the collection unless the original is no longer commercially available. We must be able to prove that we have tried to obtain the book.

- Chapters/extracts from books, which are your personal property, are acceptable.

3.5 Journal articles

- You may place only one article from the same journal issue, under the terms of CLL licence agreement.
- Articles from your personal or departmental journal subscriptions are acceptable.
- Articles from journals obtained via Interloan cannot be accepted for the collection unless the original journal is no longer available for purchase. The article should carry the full bibliographic citation. We must be able to prove that we have tried to obtain the original.
- Assembled course packs are not eligible for Electronic Course Reserve due to copyright restrictions. However, if an instructor submits each article individually, and they comply with fair use guidelines they may be placed into Electronic Course Reserve individually.

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