HASSLE-FREE COURSE RESERVES

Course Reserves is the best option to organize and provide access to both physical and electronic resources for your entire class.

Students can easily search and retrieve course material in one place.

Course Reserve lists can be embedded within your D2L course account.

UPLOAD MATERIALS FROM YOUR DESKTOP

You have the option to self-submit and manage your own course reserves. Access your reserves account from the UNB Libraries’ homepage by selecting the Reserves tab and logging in: www.lib.unb.ca/reserves/

FROM THERE YOU CAN:

REQUEST MATERIALS AND COPYRIGHT CLEARANCE FROM LIBRARY STAFF

Submit materials on course reserve by filling out the bibliographic information required in the form.

MANAGE HEADINGS

Demarcate different components of your course using headings.

OR, LET US DO THE WORK...

Simply forward your syllabus, including the course name and number, to the Reserves Staff.

Library staff will do almost all of the work, including photocopy and scanning.

Library staff will maintain all of the electronic reserves systems and obtain copyright permissions.

Please submit your course readings at our earliest convenience to ensure your readings are available for your students.

Fredericton email: reserves@unb.ca
Saint John email: hwkcreerves@unb.ca

HIL: 506-458-7064
Sci & For: 506-458-7064
Eng & CS: 506-458-7064
HWKC: 506-648-5706
RESERVE MATERIAL CAN BE SUBMITTED IN MULTIPLE FORMATS (POWERPOINT, MP3 FILES, ETC.) AND INCLUDE:

LINKS TO:
- e-journals, e-books and most UNB Library licensed resources
- unrestricted web content (URL)
- unrestricted audio and video content

SCANNED CONTENT SUCH AS:
- Instructor-owned materials
- Assignments and exams
- portions of published materials*:  
  · from a legitimate copy (i.e. no complimentary desk copies)
  · within the limits of fair dealing
  · if no electronic edition is in our collection or available freely

* Scanned material submitted by instructors will be reviewed by Reserves staff for quality and copyright clearance purposes. If necessary, staff will re-scan material or find alternatives to respect the needs of students and rights owners.

PRINT AND PHYSICAL MATERIALS:
- Published:
  · Books
  · Journals
  · Government Publications
- DVDs
- Textbooks
- Original Course Packs

NOT FOR RESERVE WITHOUT RIGHTS OWNER’S PERMISSION*
- Business School case studies
- Study guides
- Workbooks
- Personal duplicate copies of published DVDs, video cassettes, audio recordings, computer software
- Interlibrary loan material
- Systematic, cumulative copying of one published work for a single course in a single term (i.e. one chapter from a book one week and then replacing it with another for the next week)

* There may be exceptions to this list. For information on specific requests that may fall outside the materials outlined above please contact copyright@unb.ca

FLOWCHART

Is the work you want to share a UNB Libraries e-Resource, or content protected by a password?

NO YES

Distribute link, consult licences covering the copying of content or contact copyright@unb.ca

Unpublished print work?

NO YES

Clear rights with copyright owner or contact copyright@unb.ca

In Public Domain?

NO YES

Copy it.

Fair Dealing or educational use of web content? lib.unb.ca/copyright

NO YES

Copy it for classroom or D2L access.

Clear rights with copyright owner or contact copyright@unb.ca

Flowchart adapted from Universities Canada.

MORE INFORMATION:
www.lib.unb.ca/faculty/reserves.php
Copyright Officer
Josh Dickison
copyright@unb.ca
506-447-3378

“Easy access to readings for your students.”

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