

## Avondale Libraries

### Guidelines for Lecturers: Reserve Collections

#### 1. BACKGROUND

Avondale Libraries aim to provide equitable access to high demand materials in teaching units by placing them in the Library's Reserve Collections for print and electronic materials. These guidelines describe what is contained in these collections and how faculty may request items to be added to them.

#### 2. PRINT MATERIALS

##### 2.1 Overview

Print materials are held in the *Reserve Collections* in both Campus Libraries. These collections contain materials that are in high demand and support units being run during the current semester. Reserve materials are located adjacent the entrance foyer on the Lake Macquarie Campus, and behind the Information Desk on the Sydney Campus. The Lake Macquarie Campus Reserve location incorporates a number of study desks where students can utilise Reserve materials for unlimited amounts of time. On both campuses, materials are available for 2-hour loan inside the library throughout the day, and must be checked out for this purpose. Materials are available for loan overnight from 4.00pm Sunday – Thursday, and 12 noon on Friday. Only two Reserve items may be borrowed at a time.

##### 2.2 Contents

One copy of the Prescribed Text at each campus where the unit is taught should be placed on Reserve by the faculty member. Additional items may include:

- Books listed as recommended readings
- AV materials such as feature films, DVD's and videos
- Faculty style and assignment writing guides

##### 2.3 Exclusions

- Photocopies of articles
- Photocopies of book chapters
- Personal books, DVD's or other items

##### 2.4 Requesting materials for Reserve

Requests for materials to be added to the Reserve collections should be made no later than two weeks prior to the commencement of the semester to:

<b>Lake Macquarie Campus</b> Circulation Librarian Lynette Frazer	ph: 02 4980 2135 email: <a href="mailto:lynette.frazer@avondale.edu.au">lynette.frazer@avondale.edu.au</a>
<b>Sydney Campus</b> Sydney Campus Librarian Michael Rigby	ph: 02 9480 3639 email: <a href="mailto:michael.rigby@avondale.edu.au">michael.rigby@avondale.edu.au</a>

All materials are removed at the end of each semester and returned to their original location. Faculty may be supplied with usage reports of items held in Reserve upon request.

##### 2.5 Loan Conditions

Reserve items are available for one 2-hour loan period, with one renewal, for use within the library during the day.

Reserve items from both campuses may be borrowed overnight (including weekends) but must be returned within the first hour when the library next opens.

Fines are calculated at the rate of \$1 per hour or part thereof by the hour for the late return of Reserve items.

##### 2.6 Access

All Reserve items are listed in PrimoSearch.

### 3. ELECTRONIC MATERIALS

#### 3.1 Overview

All third party copyright materials used in Moodle are stored and managed in the Library's electronic reserve database and linked to Moodle by Library staff. Academics and teaching staff wishing to use third party copyright materials in their Moodle units should contact Lake Macquarie Campus Library staff. Contact should be made each semester to advise which courses need to be activated and which readings need to be rolled over. Students enrolled in the unit will have access to the materials in Moodle using their Avondale student login.

#### 3.2 Contents

Third party copyright materials used in Moodle are administered from the Lake Macquarie Campus Library and may include:

- Print or electronic journal articles
- print or e-book chapters
- other copyright materials

#### 3.3 Copyright

All third party copyright materials must be uploaded to Moodle by library staff:

- to ensure we are not exceeding copyright restrictions over all faculties
- to ensure a copyright notice appears before any document is opened and read
- to be seen to be obeying copyright regulations – we are seen to have procedures in place to ensure copyright compliance

To comply with copyright legislation the following applies:

- One article from each issue of a journal, or more if subject matter is closely related, may be digitised and held in Electronic Reserve.
- In a work greater than 10 pages, one chapter or 10% of pages, whichever is the greater, may be digitised and held in e-Reserve.
- A work of less than 15 pages contained in an anthology may be digitised and held in e-Reserve.
- A link to a database or website may be created, taking students directly to online content.
- One or more chapters of an e-book providing the second and subsequent chapters are purchased to ensure copyright compliance.

#### 3.4 Requesting Materials for Moodle

Requests for copyright materials to be placed in Moodle should be made as soon as possible or 4 – 6 weeks prior to the commencement of the semester. Faculty may provide bibliographic references for the readings required. Please do not supply photocopies unless the material is not available in the Library. These will then be scanned and uploaded or linked from the relevant online databases to Moodle. A "Reading Outline" with the list of readings and the weeks they are to be accessed by the students on Moodle is also useful and minimises work for both library staff and faculty members.

<b>All Campuses</b> Reference Librarian Tracey Cox Electronic Services Librarian Tracey Cox	ph: 02 4980 2134 email: <a href="mailto:tracey.cox@avondale.edu.au">tracey.cox@avondale.edu.au</a>
---	---

#### 3.5 Access to Moodle

Access to Moodle is via the main Avondale website, on the top navigation bar. Students must authenticate with their Avondale student user name and password.

Director of Library Services  
December 2016