

## Reserves and Copyright Policies

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### Is this for the MHI Program?

For reserve requests regarding the Master's in Health Informatics program please contact the [Northwestern University Libraries](#).

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### Purpose of Reserves

The purpose of placing materials on reserve is to make common reading assignments readily available to a large number of students within a relatively short period of time. Reserves are specifically tied to the curriculum and individual classes in the medical school and other supported programs.

Galter Library provides both print and electronic reserves. Currently, books, models, DVDs and other audiovisual materials that are required or recommended for a particular class are placed on reserve at the Circulation Desk. Journal articles or book chapters are placed on electronic reserve, and can be accessed through [eMerg](#) and [Canvas](#).

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### Submitting Course Reserves: Faculty Guidelines

Use the [online submission form in Canvas](#) to request any type of reserve item (both electronic and physical) for your classes.

- Sign into Canvas
- Select the course you wish to request course reserves for
- In the menu on the left hand side of the page, choose Course Reserves
- Select Add Reserve Items, then the type of item you would like placed on reserve. Choose Galter Health Sciences Library from the Library Reserve Desk drop-down.

Contact Rodney Jackson at (312) 503-8126 or [email Rodney](#) for further information on submitting reserves.

[Galter Library Reserves and Copyright Policy](#)

#### Guidelines:

- Please provide complete citations. Inaccurate or incomplete citations will delay processing time or will result in the request being canceled.
- The library provides a link with proxy server information appended to requests for articles in journals to which the Galter Library has an electronic subscription. These links may be reused each time the course is taught. The same is true of electronic books.
- Access to scanned electronic material is limited to the students, coordinators and faculty of that specific section of that course for the duration of that section only. Electronic Reserves require a NetID sign-in, and should be available through eMerg or Blackboard, depending on where your course resides. Items must be requested each time the course is taught.
- All book chapters will be scanned and placed on electronic reserve.
- Books are shelved at the Circulation Desk and are available on a first come, first served basis for two hour in-library use or for overnight checkout within two hours of the library's closing.
- Audiovisual materials are shelved at the Circulation Desk and are available on a first come, first served basis for four hour in-library use or for overnight checkout within two hours of the library's closing.
- To ensure resources are available by the start date of the course, we require a *minimum of two weeks* to process requests for reserve items owned by the library. If we have to order the item, the processing time can take longer.
- Due to copyright restrictions, we can place only 10% or 50 pages (whichever is greater) of a book on electronic reserve. If more than that is needed, the entire book will be placed on reserve at the Galter Library Circulation Desk.

If you have any questions about reserves policies, you may contact Rodney Jackson. He can be reached at (312) 503-8126 or by [email](#).

Other [curriculum support](#).

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### Copyright Policies for Course Reserves

We must follow the copyright guidelines set out by the Fair Use Statute of Section 107 of the Copyright Act of 1976.

We may have to obtain copyright permission from the copyright holder **before** we place an item on electronic reserve. **This will be necessary if the use of the reserve item falls outside the Fair Use Statute.** This will increase processing time, so the sooner you give use your reserves, the more likely we will be able to make them available by the time your students need them. Reserves requiring copyright permission will not be available to students until copyright permission has been obtained. If a journal article is available electronically through a library subscription, we will post a link to that article, and copyright permission will not be

required.

For more information on this, please see [Northwestern University Library's Copyright Guide](#).

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