

LIBRARY POLICY AND PROCEDURE

POLICY OVERVIEW

This policy defines how the University Library operates and functions.

Executive Order	1123
Supersedes	999
Version Number:	05
Date Approved:	23 November 2022
Effective Date:	23 November 2022
Policy Owner:	Library Manager
Viewing Access Level:	Public
Next Review Date:	Fall 2025

Change History

Version Number	Change Description	Date	Changed By
02	<ul style="list-style-type: none"> Formatting and Signature Line to be following the new approved ADU Bylaws 	May 2014	Provost
03	<ul style="list-style-type: none"> Formatting and Signature Line to be following the new approved ADU Policy on Policy Management 	September 2014	Chancellor
04	<ul style="list-style-type: none"> Renewal of "Review Date" only 	April 2022	Policy Officer
05	<ul style="list-style-type: none"> Addressed that E-learners have full access to library materials through the library website. 	October 2020	Library Manager
06	<ul style="list-style-type: none"> Updated the library opening and closing timings 	November 2022	Library Manager

1. Introduction

The ADU Library includes facilities on the Abu Dhabi and Al Ain campuses. The Library provides educational services to ADU communities that include orientation, training for new users, reference services, database searching, Internet access, photocopying, and printing services. The ADU Library is committed to providing a well-balanced and up-to-date set of references, serials, and multimedia materials. Major international book suppliers and vendors from the USA, UK, and the Middle East are considered.

2. Membership

The ADU Library is open for the purpose of study and research to the following groups:

2.1 Members of all the Boards and Councils of ADU.

- 2.2 Members of Academic and Non-academic staff of ADU.
- 2.3 Registered students of the ADU.
- 2.4 Other students are taking courses in ADU as agreed to by ADU Library Director or an authorized representative.
- 2.5 Graduates and retired staff members of ADU.
- 2.6 Members of Academic staff of other UAE universities.
- 2.7 Students of other UAE universities as authorized by the Director of the Library.

3. The ADU Library provides the following services to its users:

- 3.1 Circulation and Reserves.
- 3.2 Photocopy Service.
- 3.3 Printing service.
- 3.4 Reference and User Education.
- 3.5 Educational Resources on the Internet.
- 3.6 E-Journals.
- 3.7 Group Study Rooms.
- 3.8 Donation and Exchange Programs.
- 3.9 Orientation Programs and Guided Tours.
- 3.10 Online Catalogs.
- 3.11 Interlibrary Document Delivery.
- 3.12 Audiovisuals/Multimedia.

4. General Rules

The ADU Library regulations are approved by the Library Review Committee to give all Library users the opportunity to make the fullest use of one of ADU's most valuable resources. The regulations shall describe what ADU expects from users in dealings with the Library. Ignorance of the rules will lead to inconvenience for other users and to fines or other penalties. They will not attempt to cover every eventuality but will recognize that there are often cases when a strict interpretation of the rules shall not be justified. The ADU Library Committee will review and update library policies and procedures as necessary.

- 4.1 All registered readers are presumed to know the Library regulations which are included in the Student handbooks and available in the Library and on the Library's web pages. Any amendments to these regulations are displayed in the Library.
- 4.2 All members of the Library staff are authorized to inspect any books in possession of users leaving the Library. Cases and large bags must be offered for inspection when taken inside the Library.
- 4.3 The ADU Library Director is authorized to suspend any person's library privileges and impose appropriate penalties for breaches of the library rules and regulations.

5. Patron Rights & Responsibilities

Library users have a right to expect:

- 5.1 Well-organized library resources to support study and research.
- 5.2 Courteous, efficient, and effective service.
- 5.3 Reasonable accommodation for learning styles and challenges.
- 5.4 Instruction in the development of library research skills.

- 5.5 Confidential access to library resources.
- 5.6 A clean, safe environment.
- 5.7 A library environment free from harassment and physical danger.
- 5.8 Timely responses to expressed concerns.

6. Library Patrons' Responsibilities

Library users have the responsibility to:

- 6.1 Learn how to use the Library effectively.
- 6.2 Allow sufficient time for library research.
- 6.3 Be courteous and respectful of all library users and staff.
- 6.4 Avoid smoking in University Libraries.
- 6.5 Use equipment, services, and furnishings appropriately and report problems.
- 6.6 Keep library resources in good condition.
- 6.7 Respect others by returning borrowed materials on time and when requested.
- 6.8 Maintain the security of personal belongings.
- 6.9 Make the best use of library resources and services.

ADU Library is committed to providing users with an safe, comfortable, and conducive environment to study and research. Users and visitors are expected to engage in behavior consistent with this goal. They are also expected to abide by all relevant university policies and country laws.

To ensure that all library users and visitors are able to use library resources and services effectively, ADU Library requires full compliance with the rules and regulations listed below. Entering the Library represents an agreement to abide by these rules.

Anyone who observes violations of this policy may report them to the university security, which will take the appropriate action.

7. General Behavior

- 7.1 Library patrons must observe all posted rules of library use, including, but not limited to, restrictions related to the use of group study rooms and computer use.
- 7.2 Library patrons must turn off ringers on cell phones and pagers or turn them to a non-audible setting upon entering the Library. Cell phone conversations should be brief and conducted in a low voice. If an extended conversation is necessary, please go outside the telephone area or the building. Take your belongings with you if you move to make a phone call.
- 7.3 Individuals 14 and under must be accompanied by an adult. Adults who bring children or minors into the Library are responsible for monitoring their activities and regulating their behavior.
- 7.4 Headphones must be used when listening to audio materials. The volume should be set at a level that ensures the sound is not audible to others.
- 7.5 Prior approval from Library Administration must be obtained before filming or using any photography devices.
- 7.6 Fliers and signs Prior approval from Library Administration must be obtained before posting fliers and signs or distributing leaflets in the Library.

8. Prohibited Behavior:

- 8.1 Preventing or limiting access to library facilities, equipment or materials through theft, vandalism, or deliberate misplacement of materials.
- 8.2 Removing library materials from the building without checking them out.
- 8.3 Defacing, destroying, or corrupting any of the Library's information resources.
- 8.4 Engaging in disorderly or disruptive behavior.
- 8.5 Using tobacco products, including smokeless tobacco.
- 8.6 Solicitation or sales activity.
- 8.7 Being in unauthorized areas of the Library, remaining in the Library after closing, or when requested to leave during emergencies or drills.

9. Library Electronic Resources

The Library's electronic resources are distributed via the ADU campus network. Therefore, all use of Library-provided network connections falls under the campus-wide policy of computing, network access, and use. The ADU Library requires that Library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable and responsible use.

Acceptable and responsible use of library computing and communications facilities and services requires that Library patrons:

- 9.1 Respect the legal protection provided by copyright and license to programs and data.
- 9.2 Respect the rights of others by complying with all ADU policies regarding intellectual property.
- 9.3 Respect the rights of others by complying with all ADU policies regarding sexual, racial, and other forms of harassment and by preserving the privacy of personal data to which one has access.
- 9.4 Take full responsibility for messages that they transmit through the Library's computers and network facilities.
- 9.5 Respect the privacy of others by not tampering with their files, tapes, passwords, or accounts or representing others when sending messages or engaging in electronic conferences.
- 9.6 Demonstrate common courtesy by not disrupting others or overusing system resources or equipment.
- 9.7 Use only computer IDs or accounts and communication facilities which one is duly authorized to use, and use them for the purposes for which they were intended.
- 9.8 Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network.
- 9.9 Follow all University rules, regulations, and procedures for University work produced on computing equipment, systems, and networks. The use of these technologies for commercial gain or private profit is prohibited.
- 9.10 Use Library workstations for course-related activity, scholarly research, and other activities directly related to the educational, research, and public service mission of ADU.

- 9.11 Use Library computing and communications facilities in a manner that is consistent with the ethical principles set forth by ADU and with accepted community standards.
- 9.12 Respect and adhere to any UAE laws which may govern the usage of computing and communication facilities.

10. Food and Drink

Food and drinks are not permitted in the Library.

11. Policies Concerning Library Operations, Materials, and Equipment

The Library is open Monday through Friday and closed on Sundays, public holidays, and other days of obligation.

The opening hours of the main Library are displayed on the notice boards and are as follows:

- 11.1 Monday – Friday 8: 00a.m -8: 00p.m
- 11.2 Sunday: Closed – Open by Special Requests
- 11.3 Ramadan, summer terms, and Saturdays have special hours

The opening hours of ADU are displayed at the entrance Library. The Library normally closes on days on which ADU is closed, as published in the ADU Calendar and the daily newspapers. Use of the ADU Library is normally permitted to registered readers only and is conditional on the observance of its regulations and any other general regulations laid down by ADU for the use of its facilities. Admission to closed collections is at the discretion of the Library Director and subject to the different regulations governing those collections; admission to them does not of itself imply permission to use other parts of the Library's collections.

12. E-learning Students – Library Materials Access

E-learners have full access to library materials. Most resources are available online 24/7 through the library website, while other physical resources may be obtained through communication with library staff from Monday to Thursday. Library office hours via phone, email, or virtual chat facilitate help with questions and research. Librarians and library staff may be contacted at adulibrary@adu.ac.ae

13. Cataloging and Classification

The Library of Congress (LC) classification scheme and subject headings are used in cataloging Library materials. OCLC and other commercial cataloging services speed-up copy cataloging by downloading records. Bibliographic control and record verification are maintained on a regular basis, as well as statistics of the department's activities.

All items acquired by the Library are entered into the online access catalog at the earliest stage possible. Every book is assigned an accession number and is registered in the accession record and the online catalog. Books and other materials are cataloged and classified according to the Library of Congress Classification System and Subject Headings. Records are updated and amended as the status of items in the Library change. Library books purchased for class reference are made ready for use as high priorities. Electronic data held remotely and accessible under license by users of the Library are listed on the Library's website.

Donations and bequests which are accepted for addition to the general collection are handled in the same manner as purchases.

14. Integrated Library and Information Management System

The Integrated Library and Information Management System (ILIMS) that automates all ADU Library activities are the core of ADU's network. The automated system includes the following configuration:

- 14.1 OPAC
- 14.2 Cataloging and authority control
- 14.3 Circulation module
- 14.4 Serials module
- 14.5 Acquisitions module

15. ADU Library Security System

The Library uses an RFID security system to ensure the safety of its collections and insure against loss. These devices include the following:

- 15.1 The Radio Frequency System.
- 15.2 Reliable security tags.

16. Collection Development

The policies for collection development are defined by the Director of the Library to guide the selection and acquisition of materials in consultation with the Library Review Committee.

The goal of ADU Library's collection development effort is to build collections that support the needs of undergraduate and graduate programs, the faculty, and the entire university community. This collection development system reinforces the university and Library missions. The Library also recognizes its responsibility to respond to the research needs of the faculty. It will continue to do this through its commitment to providing accessible services, including electronic databases, in addition to extensive onsite collections. As no Library can supply materials to satisfy all of the needs of its users, the ADU Library encourages cooperative collection development agreements with other libraries in the Emirates.

This policy provides a framework for the underlying principles and guidelines in library resource selection, acquisition, evaluation, and maintenance. It also helps to communicate the Library policies concerning goals and methods to faculty, students, staff, and users. As academic programs, information needs, and technology change, the Library remains committed to meeting new information demands.

17. Balancing the Collections

Until the last decade of the twentieth century, academic library collections primarily comprised print materials. The advent of electronic resources and the rising demand for access to them has shifted the focus of library collections. However, the primary goal remains: to provide the ADU community with the resources it needs to pursue academic excellence.

The Library collection development program, has always strived to provide information in the most appropriate formats. When scholarly materials are available in multiple

formats, the Libraries will typically acquire the material in only one format to efficiently steward the University's resources. There are instances, however, when having resources available in more than one format allows us to make the material accessible to library users when and where they need it.

18. Access Vs. Ownership

Understanding that no one library can acquire materials to satisfy all of the needs of its users, the ADU Library is committed to providing access to materials we do not own through resource sharing and cooperative collection development agreements with other libraries. Integrating access to resources that are not part of the Library's collection is a necessity. It provides the university community with access to a broader range of materials than the Library could ever hope to deliver within our materials budget.

The ADU Library's goal is to continue to integrate an approach to materials that includes a balance of traditional, locally owned materials along with access to materials that are not owned. Cost-efficient and best-practice models will be incorporated into the decision-making process regarding access to information in all formats.

19. Collection Development Guideline

The Library adheres to the guidelines below:

- 19.1 Develop high-quality, relevant and balanced collections to support and strengthen teaching and research.
- 19.2 Implement collection management policies to build and maintain print, electronic, and media resources to support the information needs of the University.
- 19.3 Provide leadership in a team-based environment to plan, manage, formulate policies, and prioritize resources to develop balanced collections that meet new demands and evolving technologies.
- 19.4 Communicate with faculty to build on existing collection strengths that align with current research and curricular needs and develop an awareness of new and evolving areas of scholarship.
- 19.5 Expand access to information through resource sharing and other cooperative agreements with libraries locally, regionally, nationally, and worldwide.

20.IV. General Criteria

The following criteria apply to all materials. The particular criterion may assume greater or lesser importance depending on the type of materials under consideration or the subject matter covered.

- 20.1 Curriculum and research need.
- 20.2 Scope and content – comprehensiveness and depth of coverage.
- 20.3 Scholarly value.
- 20.4 Currency and timeliness. Selection of older editions would only occur with valid reasons.
- 20.5 Relevance to existing collections.
- 20.6 Physical quality and/or special features.
- 20.7 Availability of materials through Interlibrary Loan or document delivery.

- 20.8 Inclusion in major indexing and abstracting tools or professional organization indexes.
- 20.9 User-friendly search interface.
- 20.10 Suitable for use on available hardware and platforms.
- 20.11 Consistently reliable response time and overall technical performance.
- 20.12 Cost – the purchase price as well as any on-going expense of maintaining access. Excessive costs may limit access.
- 20.13 Mode of access available from the vendor (e.g., Internet, LAN, single workstation).
- 20.14 Size of the potential audience.

21.V. Resources Collected

The ADU Library collects all manner of formats and materials which support the University's teaching and research. These materials may be physical (e.g., books, paper journals, maps, pamphlets, and music or video recordings) or digital (e.g., online access to citation and full-text databases, e-books, spoken-word, music, or moving images).

22.VI. Resources Not Collected

The ADU Library does not collect materials in certain categories. These include but are not limited to classroom texts, large-print books, or individual software packages. The material in outdated formats (e.g., VHS tapes, floppy disks) is generally not collected. In limited cases, notably in conjunction with faculty requests, materials are accepted or purchased, requiring external support not provided by the Library.

23.VII. Collection Maintenance and Evaluation

23.1 Preservation

The collections of the ADU Library, in addition to their intellectual and aesthetic value, represent a substantial economic investment. The responsibility to build research collections carries with it the obligation to ensure that these collections are permanently accessible. The Library is committed to the retention, preservation, and long-term access of the collections they hold in perpetuity, regardless of format.

Active participation and leadership in preserving the Library's collections is the responsibility of Library staff. Decisions on the preservation of damaged materials and replacement of lost, stolen, or damaged materials are based on the use and condition of the materials, availability of the information in the same or other formats, and within the overall context of the Library's Collection Development Policy, balancing the constraints of cost, historical and aesthetic and scholarly value, and user accessibility.

Preservation of library materials is accomplished through storage of materials in proper conditions, careful handling and housing, through use of security systems designed to eliminate mutilation and theft, commercial binding and rebinding, commercial microfilming, refreshment and migration of electronic files, and repair or replacement of damaged materials.

Materials of unique aesthetic or historical value should be preserved in their original form. Where costs, deterioration, or damage prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. Continuing access to electronic titles cannot be guaranteed once

the format in which they are published becomes technically obsolete. However, the Libraries support and participate in digital preservation research programs in order to address this issue in the longer term.

24. De-selection (Weeding)

Weeding is an integral part of the collection development process. Weeding helps keep the collection up-to-date by removing older editions, so there is room for newer materials that ensure the collection remains responsive to user needs and optimizes the use of space. The following factors are generally considered in the weeding of library materials:

- 24.1 Retention
 - 24.1.1 Past usage data
 - 24.1.2 Value for historical research
 - 24.1.3 Last copy with archival value
- 24.2 Discard
 - 24.2.1 Multiple copies of older editions
 - 24.2.2 Superseded volumes of reference works
 - 24.2.3 Physical condition

25. Duplicates

Decisions to purchase multiple copies are based on heavy demand, either present or anticipated, due to class assignments, course reserves, the status of a title or author, or high circulation of a title. The Library will purchase a maximum of two copies of specific books.

26. Replacement

Monographs

Library liaisons are responsible for making decisions regarding the replacement of lost, damaged, missing, or worn-out Library monographs as funds permit. It is the responsibility of the appropriate subject selector to decide, within the guidelines of this policy, whether to replace a specific monograph or purchase a comparable one and in what format.

Replacement is always preferred over rebinding for inexpensive in-print titles. Current editions are preferred over previous ones unless the earlier edition has special distinguishing characteristics.

27. Serials

Staff will identify lost, damaged, missing, or worn-out serials and notify Acquisitions. Decisions to replace serials will be handled according to the criteria set forth in this policy. The following serial items will not be replaced:

- 27.1 Newspapers or newsletters unless a special need exist.
- 27.2 Titles that are not retained permanently.
- 27.3 Titles that are not indexed.

28. Withdrawal of Materials

An item is discarded if it is worn, mutilated, or defective and/or a decision has been made not to retain it.

29. Lost or Missing Materials

An item is declared officially lost and entered into circulation records as such after it has been reported lost by a borrower or presumed lost by the Library. If a lost item is returned or a missing item is located after its records have been withdrawn, a decision concerning its addition to the collection will be made by the selector within the guidelines of this policy.

30. Gifts

The Library welcomes donations of all types of recorded information that support the University's curricular and research programs. Gift materials, both individual items, and collections, can be valuable additions to the Library's collections.

Because of space limitations in our Library, we encourage donors to consult with library liaisons when planning to donate books and other printed or recorded material. Depending on the number of volumes being offered to the Library, the Library may request an onsite evaluation of the collection by the appropriate subject specialist before a determination to accept can be made.

All offers of gifts receive careful consideration and are evaluated in terms of the collection development goals of the Library. Materials appropriate for the collection include hardbound or good quality paperback scholarly monographs; music compact discs and scores; videos and DVDs. Materials that do not meet the Library's collection development goals will be disposed of through sale, exchange, donation, or discard.

Upon receipt, donated materials become the property of the Library. The decision to add gift materials to the collection will be made by subject specialists. In general, gifts to which the donor has attached conditions, such as those concerning retention, housing, classification, and use, will not be accepted for inclusion in the Library collection. Exceptions may be made for materials, primarily manuscripts and personal papers, which would be appropriately housed in the Library Special Collection.

With the exception of unsolicited materials, gifts to the Library will be acknowledged in writing.

31. Circulation Services

The main collection and Reference sections are open-shelf systems. Users are encouraged to select and fetch material without the need for intervention by the Library staff. However, the Library staff will assist users who cannot access items on open shelves themselves. Also, wherever possible, access to electronic resources is provided across networks that are normally accessible at all times.

The general collection books are normally available for long borrowing. Depending on the demand for course materials, some books may be restricted to short-loan borrowing or placed in the reserve section to allow every student access to the books. Materials not available for loan are located in the Reference Section and Special Collections.

32. Borrowing

A photo ID must be presented for each loan transaction. Borrowing privileges will be denied if a photo ID is not presented.

33. Borrowing and Renewing Guidelines

34. Most Library materials circulate and may be renewed in person or through the library circulation system. Some Library materials are designated as non-circulating such as reference and certain Reserve Materials and those in Special Collections. Loan policies vary according to the following chart:-

Books			
Patron Type	Loan Period	Number of Books	Renewals
ADU Undergraduate	14 days	5	1
ADU Continuing Education	14 days	5	1
ADU Postgraduate Student	28 days	5	1
ADU Faculty	One Semester	5	1
ADU Staff	14 days	5	1

Newspapers & Magazines		
Patron Type	Loan Period	Renewals
All Users	No	No

Reserve Materials		
Patron Type	Loan Period	Renewals
Anyone with a valid University ID card	1, 2, 3, or 4 hours as specified by faculty/ instructor	Yes, if no one is waiting.

Audio and Video Materials		
Patron Type	Loan Period	Renewals
ADU Undergraduate	Audio and Video Materials: 3 days (Limit 3 items of each format)	No
ADU Continuing Ed	Audio and Video Materials: 3 days (Limit 3 items of each format)	No
ADU Post-Graduate Student	Audio and Video Materials: 3 days (Limit 3 items of each format)	No
ADU Faculty	Audio and Video Materials: 3 days (Limit 3 items of each format)	No
ADU Staff	Audio and Video Materials: 3 days (Limit 3 items of each format)	No

The borrower is held responsible for all books issued as long as the issue record for those books remains unconcealed. Books on loan are for the personal use of the borrower only, and must not be passed on to any person, whether entitled to use the

Library or not, except with the special permission of the Director of the Library. The borrower may renew a borrowed book if another user does not require the book. Books will be renewed in person or through the Library computer system.

The Director of the Library has the authority to recall a borrowed book at any time. The book must then be returned to the Library by the date specified on the recall notice, regardless of the date stamped in the book or the one the user is notified of at the time of issue or renewal. It is the responsibility of users to ensure that they are in a position to respond promptly to recall notices.

Regulations that apply to borrowed books are as follows:

- 34.1 No person can borrow a book from the Library if any fine or charge incurred has not been paid.
- 34.2 Books must not be taken outside the UAE without the special permission of the Director of the Library, nor may they be taken to places with a risk of contamination or damage.
- 34.3 For the purposes of the annual inspection, all Library books must be returned to the Library before the end of each term at a date (of which at least a week's notice will be given) to be announced by the Director of the Library. The borrowing of books is suspended during the inspection period but is resumed not later than 2-4 weeks after the beginning of the inspection. This process usually occurs during summer break.
- 34.4 The Director of the Library has the authority to vary the borrowing period or withhold or restrict the circulation of any book in the Library.

35. Fines

Fines are charged at rates determined from time to time by the ADU Library Review Committee. Current rates are always posted and published.

Fines are levied for the late return of items in accordance with notices displayed in the Library. Borrowers who fail to return books may be invoiced for the accumulated fines, the cost of replacement, and an administration charge, and their borrowing rights may be suspended. The Library may also levy charges for document supply, photocopying, and access to some electronic databases. The Director of the Library, in consultation with the ADU Library Committee, is responsible for setting these charges. Failure to pay a fine imposed for late return results in the suspension of Library privileges.

36. Interlibrary Cooperation and Document Delivery

The Director of the Library is authorized to establish links and cooperate with other libraries in the United Arab Emirates, particularly in Abu Dhabi and Al Ain, in order to enhance interlibrary loan programs and develop a Library consortium among participating libraries. Holdings of the Library are available for other educational institutions on an exchange or fee basis.

The ADU Library is a member of the Emirates Library Group, formed in 2009 to further inter-library cooperation and the enhancement of library profession and services in the Emirates.

37. Interlibrary loan rules and procedures

- 37.1 ADU students should fill in their book request forms and submit them to the ADU Reference/Circulation office.
- 37.2 This office forwards the requests to other libraries in its interlibrary cooperation consortium on specified days.
- 37.3 The interlibrary loan office does not accept responsibility for any reading materials a student borrows from another library unless it endorses the request.
- 37.4 Whoever fails to return a reading item borrowed on an interlibrary basis by its due date forfeits his/her interlibrary borrowing privileges. He/she may be required to pay a fine if this is demanded by the lending library.

38. Reserves

- 38.1 Only ADU Instructors of undergraduate or postgraduate courses may put materials on reserve.
- 38.2 Faculty Request Form for a reserve is available online, or print out copies of the forms. Paper copies of the forms are also available at the Reference/Circulation Service Desk.

39. ADU Library Copyright Policy on Electronic Reserves

The ADU Library policy for electronic reserves is based on the principle of the fair use provisions of UAE copyright and patent laws. The ADU Library actively monitors the evolving digital copyright policies and guidelines and will modify this policy as necessary.

40. Placement of Materials on Electronic Reserve

ADU Library units will place material requested by ADU instructional faculty and staff on electronic reserve under the following conditions:

- 40.1 The ADU Library or the Abu Dhabi University has a current license for access to digital versions of copyrighted material. In these instances, the citation and link to the electronic version of the material will be added to the electronic reserve system, thus providing direct access to the requested material.
- 40.2 A print version of any copyrighted material to be copied or scanned for electronic reserves has been lawfully acquired by or will be purchased by the Library, an ADU department/school, or ADU faculty or instructional staff. Library staff may scan the material for placement in the electronic reserve system. The scanned material will be available for use during the entire academic session (e.g., quarter or semester) in which the course is given.
- 40.3 There will be no charge for access to electronic reserve materials; the charge for copies made by students on library printers will be the same as for all other library printing.
- 40.4 A copyright notice will appear on screen in the online reservation system and on copies of copyrighted material made of reserve readings.
- 40.5 Copyrighted materials on reserve will be accessible only by faculty name, course name, course number, and date of assignment. User authentication measures will be implemented to limit the access to students enrolled in the course for which the material is placed on reserve.

41. Guidelines for Scanning or Copying Materials for Electronic Reserve

ADU Library staff may scan copyrighted materials for placement on electronic reserve without obtaining copyright permission so long as they do not exceed the guidelines listed below.

- 41.1 One journal or newspaper article
- 41.2 One chapter from a book
- 41.3 An excerpt from prose works so long as the excerpt does not exceed 10% of the work.
- 41.4 One chart, graph, diagram, drawing, cartoon, or picture per book or per journal issue
- 41.5 Disposition of Digitized Reserve Materials.

At the end of each academic session, all copyrighted material in the electronic reserve database will be destroyed unless permission has been obtained to retain the digitized version of the material.

Exceptions

For any conditions/circumstances and/or exceptions outside the conditions stated in this policy, a request shall be presented to the Board of Directors for decision.

Authorization

This policy was authorized by the **University Chancellor:**

Waqar Ahmad

07 December 2022

Date