## ELECTRONIC RESERVE

A Manual and Guide for Library Staff Members

Lori Driscoll

## Electronic Reserve: A Manual and Guide for Library Staff Members

## **CONTENTS**

Preface	xiii
PART ONE: THE HOW-TO-DO-IT MANUAL OF ELECTRONIC RESERVE	
Chapter 1. Introduction to Electronic Reserve Services	1
Chapter 2. Getting Started	7
Strategic Planning Staffing Electronic Reserve System Policies Faculty Training Publicity Assessment	7 8 15 18 20 21 23 24
Chapter 3. Ongoing Processes	27
Workflow Permissions Agents	27 29 33
PART TWO: COPYRIGHT ISSUES IN ELECTRONIC RESERVE	
Chapter 4. An Overview of Copyright and Fair Use	35
A Very Brief History of Copyright Law Determining Copyright Protection	37 39

39
40
42
4:
4:
40
40
49
49
50
<b>5</b> 1
53
53
54
61
87
93
90