

Academic Procedure

Library & Learning Centre – Course Readings Submission & Access

1. Procedure Statement	This procedure outlines the responsibilities of Library & Learning Centre staff and faculty in providing students with access to course readings.
2. Purpose	To establish the procedures for making course readings, which are restricted by copyright legislation or licence agreements, available to students.
3. Scope	SAE Course Resources Collection includes: <ul style="list-style-type: none"> • Published text-based material that contains third party copyright such as journal articles, chapters or sections of books, and conference papers; • Items scanned from print format; • Links to items that are contained within the library’s subscription resources. Items such as lecture notes, class materials and notes, are generally not included in the Course Resources Collection.
4. Associated Policies and Procedures	This procedure should be read in conjunction with the following policies and procedures; Library & Learning Centre – Conditions of Use Policy
5. Associated Documents	This procedure is associated with <ul style="list-style-type: none"> • Copyright Act (1968); • Copyright Amendment (Digital Agenda) Act 2000; • Copyright Agency Limited (CAL) Part VB Licence; • Library subscription licence agreements.
6. Procedure	<p>6.1 Guidelines</p> <p>To submit a request for an item to be added to the Course Resources Collection:</p> <ul style="list-style-type: none"> • Complete a request form including full citation details. This assists SAE to adhere to the requirements of the Copyright Act (1968) and the Copyright Amendment (Digital Agenda) Act 2000; • Copies of items must have the electronic use copyright notice at the start of the article/chapter or indicate the source if the article is available online; • Full citation details must appear on the copies of items to allow students to cite material within their academic writing; • Faculty should keep a copy of Course Resources Collection requests and items for future reference. <p>6.2 Format</p> <p>Items for the Course Resources Collection should be submitted in the following format:</p> <ul style="list-style-type: none"> • Scanned items should be in Adobe Acrobat format (PDF) with recommended resolution of 250-300 dpi and file size no larger than 10MB (larger files may be broken into smaller files);



- Print photocopies should be good quality, A4 size, and single sided, the same orientation for all pages (either portrait or landscape), and have clearly displayed page numbers;
- Preferred format for file name would be author's surname followed by the first 2 words of title. For example: Smith_ManagementPractices.

6.3 Copyright restrictions

Under the Copyright Act (1968) and the Copyright Agency Limited (CAL) Part VB Licence, various restrictions are imposed on the amount of copying which can be done for an electronic reserve collection. These include:

- 1 chapter or 10% of a book, but more if the book is out of print or out of copyright;
- 1 article per issue, but more if the articles are deemed to be of the same specific subject matter (e.g. a themed issue);
- Limits apply across all book editions unless the editions are markedly different;
- Limits apply per institution (across all of SAE, not per module of study);
- The whole or part of a literary or dramatic work in a published anthology if not more than 15 pages.

Note: for material that exceeds the limit set by the Copyright Act, it is the role of faculty to obtain permission in writing before material can be put in the Course Resources Collection.

For more information about copyright, see the [Copyright](#) information on the library website.

6.4 Processing

Every effort is made to ensure material is made available as quickly as possible. However delays may occur at the start of trimester. To assist LLC staff, please have your Course Resources request forms submitted well before the start of trimester.

- Material in digital form (or available via our electronic resources) is processed within 5 working days.
- Material requiring scanning by Library & Learning Centre staff (print copies) may take up to 10 working days.
- At the start of trimester, Course Resources processing may take up to 4 weeks.
- Submissions must meet the minimum requirements for the request to be processed. Incomplete requests will be returned.
- An email confirming availability of items will be sent to you once the process has been completed.

6.5 Hardcopy Material (Chapters/Articles)

Multiple articles/chapters submitted for scanning cannot be grouped together as readings. Such material is required to be submitted individually with citations clearly indicated for copyright purposes on each item.

Ensure all photocopies submitted are:

- Single-sided copies.
- Copied in the same orientation - for example: all portrait or all landscape.

- The clearest copy possible. Ensure that the shadows from binding do not obscure text. Must be of good quality for scanning.
- Background of page is as clean as possible.
- The document is 20 pages or less.
- All items submitted must have citations.

Note: Poor quality copies will be returned to faculty for replacement. Scanning poor quality copies makes for an illegible item for students.

For further information on submitting print/hard copy materials to the Course Resources Collection contact Library & learning Centre staff or email library.australia@sae.edu.

6.6 Journal Articles & Book Chapters Copyright

Journal articles and book chapters can be uploaded to the Course Resources Collection but they must adhere to the requirements of the Copyright legislation or licence agreements. Staff should read the [Copyright Guide for Staff](#) before submitting copyright material to be scanned for the Course Resources Collection.

- Each article must be submitted separately. A full citation must be provided on the front page of each article.
- Each article will require a separate form to be submitted.
- Students should be encouraged to access these readings via the Course Resources Collection on the Library Portal. Links to Course Resources can be embedded in the Course Management System.

6.7 Access

The Course Resources Collection material is restricted for access to SAE students and staff. The Course Resources site secures the material and requires users to use their Library login if working off campus. This ensures that the material is protected from general access and complies with copyright legislation and licence agreements.

6.8 Electronic Submission

- Complete the [Course Resources Submission Form](#).
- Attach the files you wish to submit to the form.
- Ensure you include the citation details of items submitted.

6.9 Resources from online library subscriptions

Staff may provide students with direct links to electronic resources for which there is a current subscription. Only a small number of providers allow the inclusion of downloaded files from subscription databases in course packs or on institutional networks. Links can be made directly to many subscription resources. Contact Library & learning Centre staff or email library.australia@sae.edu for more information.

Version	Date	Approval
151218	18 th December 2015	L. Aitken, CEO