

# Putting Journal Articles on Short Loan (Course Reserve) at Unitec Library: Guidelines for Teaching Staff

## 1. Articles from print books or journals are able to be placed on Short Loan (Course Reserve) if:

- a) The articles have the correct acknowledgement. The Copyright Act 1994 requires that all material is correctly acknowledged;

AND

- b) The article or chapter is not available in an e-book or e-journal (instead in this case we can link to article or book from the catalogue record and associate with the Course code and name so it can be found by searching the Catalogue under the course code or name);

AND

- c) The article does not fit within one of the categories in Section 2 below

## 2. The following may not be placed on Short Loan (Course Reserve):

- a) Printed versions of articles sourced from Library databases or the internet as this contravenes the Copyright Act 1994 and the licence agreements.
- b) Items that have been interloaned from other libraries. This would contravene the agreements the library has with interloan providers.
- c) Articles from databases (e.g. e-journal databases) or the internet that could be linked from our catalogue or linked from Moodle
- d) Placement of a complete issue of a print journal on Short Loan is discouraged.

## 3. Copyright

For guidance about copyright implications for an article, consult the [Copyright Procedures for Staff](#) or contact [Jo Barnes](#), ext 7977.

## 4. Timeframes

All Short Loan items will be removed from Short Loan at the end of each semester, unless their continuance on Short Loan has been requested by the lecturer for the following semester **and** they fall within the criteria specified in the Short Loan (Course Reserve) policy on the library website here: <https://guides.unitec.ac.nz/teachingsupport>

**For further guidance about placing resources on Course Reading and Short Loan, see this page on our library guide for staff: <https://guides.unitec.ac.nz/teachingsupport>**