

## Course Materials: A Summary of Responsibilities

### Instructors are responsible for:

- Entering book lists into MBS Direct by announced deadline
- Checking availability of course readings, and:
  - Capturing and posting permalinks to full-text material
  - Requesting scans of material covered by CCC academic site license to faculty assistant
  - Contacting Librarian when a fair-use analysis is needed
- Submitting lists of supplementary and/or reference materials to library for course reserve

### Library is responsible for:

- Processing and maintaining course reserves
- Following up with instructors about course reserves
- Conducting fair-use analysis upon request
- Providing tools and training for instructors using e-resource permalinks

### Faculty Assistant/ Dean's Office is responsible for:

- Keeping Copyright Clearance Center (CCC) license current
- Setting deadlines for entering book lists in MBS Direct and remind instructors
- Assisting instructors with scans/copies of course readings AFTER instructors have researched availability and accessibility