

## Format Guidelines: E-reserves and Blackboard

Whether or not you use your Blackboard course site, Reserve staff are happy to support your course. All e-readings supported in EReserves may also be viewed in Blackboard. If you are considering organizing and posting your course readings directly to Blackboard, these guidelines offer a comparison.

### book-based readings:

- 15% of a book's total length: "fair use" at JHU [PDFs with title and copyright pages may be posted to EReserves or to Blackboard].
- Modest amounts in excess of fair use (up to 35% of a book): Reserve staff will query the Copyright Clearance Center (or the publisher) for permission to scan; success rate is about 85% of requests [Reserves' CCC-licensed PDFs may be posted to E-reserves only].
- Less modest amounts in excess of fair use (up to 50% of a book): Reserve staff will consider a CCC query if the book is out of print or very expensive for student purchase [Reserves' CCC-licensed PDFs may be posted to E-reserves only].
- 50% or more of a book: Reserve staff advise requiring student purchase. Electronic support for required books is not advised unless licensed academic e-book editions are available [restriction applies to EReserves and to Blackboard].

NOTE: all books are subject to copyright protection, even if they are out-of-print, unless they are in the public domain.

### journal articles:

- Electronic articles are eligible for linking from EReserves; the EReserves system automatically "proxifies" URLs.
- Electronic articles are also eligible for linking from Blackboard; URLs should be "proxified" to ensure access.
- Electronic articles are not eligible for uploading into EReserves or Blackboard, per terms of the licenses governing use of the databases.