1.0 INTERLIBRARY LOAN

Interlibrary loan applies to a loan from one educational institution's library in Canada at the request of another educational institution's library in Canada, for delivery or for transmission to a patron who is a student, staff member or faculty member of the requesting educational institution. This policy does not apply to a loan from New Brunswick Community College (NBCC)'s library to a public or commercial library, or to a library located outside of Canada. Depending on the circumstances surrounding the request for the loan, this policy may apply by analogy. Specific consideration of all the circumstances would have to be given to determine whether this policy would apply by analogy. This policy clarifies fair dealing for access to library resources. It is not unreasonable to expect, subject to a consideration of the facts, fair dealing would apply in the context of an interlibrary loan request from a local public library to NBCC's library.

1.1 Paper Copies

A single copy may be made onto paper pursuant to the copying guidelines for interlibrary loan, subject to the following safeguards:

a) The library making the copy has received written confirmation in paper or electronic form from the library requesting the copy or from the patron of that library that:
   i. the patron requires the copy for research, private study, review, criticism, or news reporting, and
   ii. the patron requesting the copy is a student, staff member or faculty member of NBCC

b) Where the patron requires the copy for review, criticism or news reporting, the library making the copy advises that, in using the copy for any of those purposes, the patron mentions:
   i. the source; and
   ii. if given in the source, the name of the author of the work

c) Where the purpose of making the paper copy is to use it to make an electronic copy for use in interlibrary loan, the paper copy is promptly destroyed after the electronic copy is made.

1.2 Electronic Copies

A single copy may be made in electronic form pursuant to the copying guidelines for interlibrary loan, and may be transmitted to the library requesting the copy using Ariel (a technology commonly used by libraries to transmit material to library patrons) or similar technology, subject to the following safeguards:

The library making the copy has received written confirmation in paper or electronic form from the library requesting the copy, that:
a) the patron of that library requires the copy for research, private study, review, criticism, or news reporting,
   i. the patron requiring the copy is a student, staff member or faculty member of NBCC; and that
   ii. once the library receives the electronic copy and makes a copy onto paper, it will delete the electronic copy.

b) Where the patron requires the copy for review, criticism or news reporting, the library making the copy advises that, in using the copy for any of those purposes, the patron mentions:
   i. the source; and
   ii. if given in the source, the name of the author of the work.

c) The library making the copy has received written acknowledgement from the library requesting the copy, that:
   i. it will only use the electronic copy transmitted to it for the purpose of making a copy onto paper for the patron of that library that requested the copy, and
   ii. it will delete the electronic copy once it has furnished the paper copy to its patron.

d) Ariel or similar technology used to transmit the copy is set or configured to delete the electronic copy once the transmission is completed.

A single copy may be made in electronic form pursuant to the copying guidelines for interlibrary loan and may be transmitted to a patron of the library requesting the copy in electronic form by desktop delivery, subject to the following safeguards:

a) The library making the copy has received written confirmation in paper or electronic form from the library requesting the copy, that the patron of that library is a student, staff member or faculty member of NBCC.

b) Where the patron requires the copy for review, criticism or news reporting, the library making the copy advises the patron of the library requesting the copy that, in using the copy for any of those purposes, the patron mentions:
   i. the source, and
   ii. if given in the source, the name of the author of the work.

c) The library making the copy has, before transmitting the copy, received written confirmation in paper or electronic form from the patron of the library requesting the copy that the:
   i. patron requires the copy for research, private study, review, criticism or news reporting, and will only use that copy for research, private study, review, criticism or news reporting, and
   ii. patron will not transmit the copy to any third party.

d) The electronic copy is made available to the patron requesting the copy either by email sent directly to the patron, or from a secure server protected by a technological protection measure ensuring the copy is only made available to the patron requesting the copy.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.
e) The electronic copy is transmitted to the patron requesting the copy:

   i. in PDF format or a similar format restricting the copy from being altered by the patron; and

   ii. if transmitting the copy by email, the library deletes its sent email once the email has been transmitted; and

   iii. if making the copy available from a secure server, the library deletes the copy stored on its server once the patron requesting the copy has downloaded one copy from the server and is not transmitted to another patron requesting a copy.

2.0 LIBRARY RESERVE

Library Reserve applies to paper copies made by a NBCC staff or faculty member for library reserve, and to electronic copies made by a staff member NBCC's library or other administrative unit from published works for a student of the institution. This policy does not permit the making of copies for library reserve by a faculty member who is a course instructor.

2.1 Paper Copies

One paper copy for each 30 students in a course of instruction up to a maximum of three (3) may be made onto paper pursuant to the copying guidelines of this policy for library reserve, subject to the following safeguards:

a) The paper copies are made by or at the request of a faculty member in respect of a specific course of instruction offered by NBCC.

b) The paper copies are made as an optional and supplementary source of information for students, and:

   i. must be a small proportion (no more than 25 per cent) of the required reading for a particular course, and

   ii. NBCC’s library has received from the faculty member requesting the copies, a written acknowledgement in paper or electronic form confirming that the copies are intended as an optional and supplementary source of information for students, and the copies amount to no more than 25 per cent of the required reading for the course.

c) The use of library reserve must not substitute for the purchase of books, course packs or other published materials.

d) Prior to loaning the paper copy to a student, the library has received from the student:

   i. a written acknowledgement in paper or electronic form that they are a student enrolled in a course of instruction at NBCC

   ii. the student requires the copy for research, private study, review, criticism or news reporting, and

   iii. the student will not use the copy for any other purposes.

e) Where the student requires the copy for research, criticism or news reporting, the library advises the student that, in using the copy for any of those purposes, the student mentions:
i. the source; and

ii. if given in the source, the name of the author of the work.

f) The paper copy is loaned to the student for a period of limited duration.

g) The paper copy is destroyed within a reasonable time once the course of instruction or series of courses it pertains to comes to an end; and

h) Where the purpose of making the paper copy is to use it to make an electronic copy for library reserve, the paper copy is promptly destroyed after the electronic E-copy is made.

2.2 Electronic Copies

A single copy in electronic form may be made available to a student for library reserve from NBCC’s server pursuant to the Copying Guidelines, subject to the following safeguards:

a) The electronic copy is made at the request of a faculty member in respect of a specific course of instruction offered by NBCC.

b) The electronic copy is made as an optional and supplementary source of information for students, and:

   i. must be a small proportion (no more than 25 per cent) of the required reading for a particular course, and

   ii. NBCC’s library has received from the faculty member requesting the copies, written acknowledgement in paper or electronic form, confirming the copies are intended as an optional and supplementary source of information for students, and the copies amount to no more than 25 per cent of the required reading for the course.

c) The use of library reserve must not substitute for the purchase of books, course packs or other published materials.

d) Prior to providing a student with access to the electronic copy, the library has received from the student a written acknowledgement in paper or electronic form that:

   i. they are a student enrolled in the course of instruction at NBCC for which the copy was made,

   ii. the student requires the copy for research, private study, review, criticism or news reporting, and the student will not use the copy for any other purpose,

   iii. the student will not transmit the copy to any third party, and

   iv. the student will only print out one paper copy from the electronic copy.

e) The electronic copy is made available to the student from a secure server protected by a technological protection measure ensuring the copy is only made available to the students enrolled in the course of instruction for which the copy was made.

f) The electronic copy is made available to the student on a read-only basis in PDF format or a similar format, preventing the copy from being altered by the student; and

g) The electronic copy made by NBCC is deleted once the course of instruction or the series of courses it pertains to has come to an end.
3.0 DOCUMENT DELIVERY BY NBCC’S LIBRARY

This policy on document delivery applies to copies made by NBCC's library from published works for a patron of the library.

3.1 Paper Copies

A single copy may be made onto paper pursuant to the copying guidelines for document delivery for a patron of NBCC's library who is a student, staff member or faculty member of NBCC, subject to the following safeguards:

a) The library has received written confirmation in paper or electronic form from the patron who is a student, staff member or faculty member of NBCC.

b) The patron requires the copy for research, private study, review, criticism, or news reporting.

c) Where the patron requires the copy for review, criticism or news reporting, the library advises the patron that, in using the copy for any of those purposes, the patron mentions:
   i. the source; and
   ii. if given in the source, the name of the author of the work.

d) Where the purpose of making the paper copy, is to use it to make an electronic copy to provide to the patron, the paper copy is promptly destroyed after the electronic copy is made.

A single copy may be made onto paper pursuant to the copying guidelines for document delivery, for a patron who is not a student, staff member or faculty member of NBCC, subject to the following safeguards:

a) The library has permitted the patron to have access to its premises and the patron requests the copy while on the premises of the library.

b) The library has received written confirmation in paper or electronic form from the patron, that the patron requires the copy for research, private study, review, criticism, or news reporting.

c) Where the patron requires the copy for review, criticism or news reporting, the library advises the patron that, in using the copy for any of those purposes, the patron mentions:
   i. the source; and
   ii. if given in the source, the name of the author of the work.

3.2 Electronic Copies

A single copy in electronic form may be made pursuant to the copying guidelines for document delivery for a patron of NBCC's library who is a student, staff member or faculty member of NBCC, subject to the following safeguards:

a) The library has received written confirmation in paper or electronic form from the patron who is a student, staff member or faculty member of NBCC.

b) The patron requires the copy for research, private study, review, criticism, or news reporting.
reporting, and that the patron will only use that copy for research, private study, review, criticism or news reporting.

c) The patron will not transmit the copy to any third party.

d) Where the patron requires the copy for review, criticism or news reporting, the library advises the patron that, in using the copy for any of those purposes, the patron mentions:

   i. the source; and

   ii. if given in the source, the name of the author of the work.

e) The electronic copy is made available to the patron requesting the copy either by email sent directly to the patron, or from a secure server protected by a technological protection measure ensuring the copy is only made available to the patron requesting the copy.

f) The electronic copy is transmitted to the patron requesting the copy, in a read-only basis in PDF format or a similar format preventing the copy from being altered by the patron.

g) If transmitting the copy by email, the library deletes its sent email once the email has been transmitted.

If making the copy available from a secure server, the library deletes the copy stored on its server once the patron requesting the copy has downloaded one copy from the server.