

RESERVES

Copyright Guidelines

The reserve collection consists of materials considered essential or required reading for a course, materials that are used by various departmental programs and items in high demand by several patrons. The Copyright Law of the United States (Title 17, U.S. Code) governs the making of copies of copyrighted materials. Liability for copies placed on reserve rests with the faculty member who is teaching the course.

These guidelines were created to protect faculty from copyright infringement. Restrictions apply to **photocopied materials or media copied from a published source and Internet materials.**

Faculty may contact a librarian for further information; consultation with a librarian or staff member does not constitute legal counsel.

- Faculty may place student-produced materials on reserve only with student's written permission. Student names will be removed from works before they are added to protect their identity. If the author asks for their name to be included, he/she must submit the request in writing.
- All materials found on the Internet should be treated as if copyright law protects them. Permission to use Internet materials should be obtained from the proper authority. In most cases, a link to web resources will be added to a course page managed by Clark College library rather than photocopies or pdf files.

Usage per Term

Copies

- Faculty **may only** use photocopies of copyrighted material in **one** class for **four consecutive quarters** without publisher permission. Library will keep usage records and may ask for copies of permission granted. However, articles that are linked to an electronic database may be kept on reserve longer than four consecutive quarters and do not require publisher permission.
- Faculty **may not** place on reserve the same copied item more than one calendar year without permission from the publisher for each year.
- Faculty **may not** copy from the same periodical volume more than **three** times without getting permission from the publisher, unless the article is linked from an electronic database.
- Faculty may not photocopy and place on reserve more than one chapter or 10% from a book without permission.

Compilations

- Faculty **may not** use photocopied materials to make a textbook. Copying shall not substitute for purchase of books, publishers' reprints or periodicals.
- Faculty **may not** create an anthology from several sources to substitute for a textbook, including copies of music selections.

Electronic Reserves

- Copyright guidelines also apply to electronic reserves.
- Instructors must choose to use either electronic reserve **or** the traditional reserve collection for print items.
- **Materials appropriate for electronic reserve include instructor's class notes, journal articles, sample exams, and book chapters.**
- **Materials that will not be added to electronic reserve are contents of entire journals, entire books and photocopies from workbooks.**
- The number of items an instructor may place on electronic reserve may be limited. If materials are more than twenty pages long, they may be split into multiple files to decrease download time.
- Documents should be submitted in electronic format, if possible. Acceptable formats include MS Word, Excel, PowerPoint and PDF. If materials must be in color, the instructor should submit an electronic file. Submit single-sided copies on 8 ½" x 11" paper if an electronic version is not available. Make photocopies from the original source for best results.
- The first page of each copyrighted document is stamped with copyright notice.

Passwords

- All course pages are password protected.
- The same password may be assigned to more than one course page.
- The reserve technician assigns passwords and will change them each quarter the instructor has materials on reserve.
- Passwords are e-mailed to instructors, who are responsible for distributing them to students in the class. New passwords for courses continuing to the next quarter will be emailed to instructors before the start of the new term.
- Library staff will give passwords to students in-house with presentation of their current class schedule. Library staff will not give any passwords to students over the phone.

Print and Audio-Visual Reserves

The library is not responsible for instructor's personal copies that are damaged or lost. Library staff will notify an instructor who has damaged or lost materials and will be the intermediary for trying to recover overdue material. Specifically, the library will make phone calls, send notices, and ultimately place a library block on the student's record. With the permission of the instructor, staff can also accept a replacement item. The instructor will have to arrange for monetary reimbursement directly with the student borrower who lost or destroyed an item.

Print

- Faculty may not place on reserve workbooks, standardized tests, published answer sheets, worksheets or copies of the aforementioned materials.

- Instructors should supply a binder or folder with loose materials.

Video/Sound-recordings

- Commercial videotapes or cassettes, library-owned video-recording, or tapes of classroom activities may be put on reserve without publisher permission.
- Programs taped off the air may be placed on reserve for up to 10 days after the program was aired.

Submitting Materials

- Contents must be itemized on the reserve form or an attached sheet. Include title, author, source document, date, and publisher on the first page of photocopied materials.
- Submit a signed form with copied material which designates how many quarters the item is to be on reserve. Forms will accommodate up to 3 items per course.
- Faculty may submit one form per academic year for books or published media owned by the library or individual faculty.
- Some items may be refused due to their condition, restrictions, value or size.
- The number of items on reserve shelves per class, per quarter will be limited to fifty.
- Items already designated as library use only (e.g. reference books, journals) will not be placed on reserve.
- Faculty may place CD-ROMs on reserve for use on one computer in the open area ("Mitchells"). Faculty should contact library staff at the end of the previous quarter to arrange installation by computing services. Faculty must contact computing services directly to install media in the second floor computer lab.
- Materials obtained through interlibrary loan or direct borrowing from another library will not be placed on reserve in the Cannell Library without the express permission of the lending library. Cannell Library will comply with all interlibrary loan policies of the lending library. If permission is obtained to place interlibrary loan materials on reserve, the original requestor will be responsible for the condition of the materials and all applicable penalties (monetary and/or non-monetary). Interlibrary loan materials are subject to immediate recall by owning library.

Student Notification

- All reserve materials are for library use only unless the instructor designates otherwise.
- Students who want to use reserve materials must have a valid Cannell Library account and may be restricted to limited privileges if they have blocks caused by overdues or damages.
- No reserves check-out 15 minutes prior to the library's closing.

Returning Materials

- Personal reserve materials will be returned at the end of the quarter they are placed in the library unless requested otherwise. **Materials may only be kept on reserve during the quarter in which the class is taught.**

(Revised 6/27/07)