

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.

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. The guidelines are a compilation from other institutions, and we believe they are reasonable. Faculty may contact a librarian for further information; consultation with a librarian does not constitute legal counsel.

- Faculty may put student-produced materials on reserve only with student's written permission. Student names will be removed from works before they are added.
- Commercial videotapes or cassettes, library-owned videos, or tapes of classroom activities may be put on reserve without publisher permission. Programs taped off the air may not be put on reserve without publisher permission, except within the first 10 days following the airdate.
- 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 some cases, a link to web resources will be added.

Submitting Materials

- Submit a signed form with copied material for every quarter the item is on reserve. Faculty may submit one form per academic year for books or published media owned by the library or individual faculty. (The course must be taught during the quarter items are on reserve). If material is photocopied, each photocopy should include notice of copyright protection. The library can supply this.
- Itemize the contents of packets, in cases where multiple items are submitted together. Include title, author, source document, date, and publisher.
- The number of items on reserve per class per quarter should be limited to fifty.
- Some items may be refused due to their condition, restrictions, value or size.
- Items already designated as library use only will not be placed on reserve except in limited circumstances.
- 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 requester 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.

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.

Usage per Term

If not owned by the library

- Faculty may only use photocopies of copyrighted material in one class for one term without publisher permission.
- Faculty may not copy the same item for more than one calendar year without permission from the publisher for each year.
- Faculty may not copy from the same source (periodical volume) more than three times per term without getting permission from the publisher.
- Faculty may not use protected materials more than nine different times in the same class without permission from the publisher.
- 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 and may not copy more than one chapter from a book without permission.

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 records. 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.

- Faculty may not place on reserve workbooks, standardized tests, published answer sheets, worksheets or copies of the aforementioned materials.
- Some items may be refused due to their condition, restrictions, value, or size.
- Materials on electronic reserve will not be placed in the paper reserve collection (exceptions may apply).
- All reserve materials are for library use only unless the instructor designates otherwise.
- Instructors should supply a binder or folder with loose materials.
- 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.
- Students who want to use reserve materials must have a valid Cannell Library card or valid Clark College ID and may be required to use items in-house if they have blocks due to overdue fines 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.**

Electronic Reserves

- Copyright guidelines also apply to electronic reserves.
- The library encourages instructors to use either electronic reserve or the traditional reserve collection for print items. Duplicate materials will not be kept in both reserve collections.
- 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.
- Course pages are located on Blackboard, and may be accessed by students and instructors by logging into their individual Blackboard accounts.
- Questions about Blackboard account access and passwords should be directed to eLearning.