

RESERVES COPYRIGHT GUIDELINES FOR DUPLICATED MATERIALS

copyright law pertains to all materials, regardless of format, which include:
paper, videos, audio tapes, compact discs, photographs, and electronic materials.

In order to place duplicated materials on reserve in the library, either copyright permission must be gained or the materials must comply with the Fair Use Doctrine. The following are guidelines that we believe must be met to be in compliance with Fair Use Doctrine. Please check through these guidelines to be certain that you are in compliance for all materials that you will be placing on reserve for the semester. Although we cannot check every item for compliance, we will not accept any items that appear to us not to be in compliance with these guidelines.

ALL guidelines must be met to place duplicated materials on reserve:

- _1. **Complete Bibliographic information must be included on the first page of duplicated materials,** and
- _2. Multiple photocopied materials may not be bound together in any way, as this would appear to be an anthology, and
- _3. Not more than one chapter from a single book, even if written by different authors, and
- _4. Not more than one article from a single issue of a journal, and
- _5. Not more than than six total articles from a five year run of a journal title, and
- _6. Not materials that have been placed on reserve in the past.(once materials have been used for reserve for one semester, copyright permission will be needed for any subsequent uses of the materials.),and
- _7. Not more than one article or chapter by a single author, and
- _8. Materials that are duplicated are either owned by the library or the faculty member placing them on reserve, and
- _9. Not more than 5 copies of photocopied materials that comply with Fair Use in all other ways, and
- _10. Materials are not photocopies of workbooks, standardized tests, or other consumable works.

FACULTY MEMBER: AFTER READING THE ABOVE INFORMATION PLEASE SIGN BELOW: THIS APPLIES TO ALL DUPLICATED MATERIALS THAT I WILL PLACE ON RESERVE FOR THE **FALL SEMESTER 2008.**

To the best of my knowledge, the materials I am requesting to be placed on reserve in the library comply with the above guidelines OR I have received permission from the owner of the copyright to duplicate these materials.

Faculty name

Dept.

Phone number

Signature of faculty member

Date