COURSE RESERVES AND COPYRIGHT POLICY

General Information

The Library maintains a reserve section containing books, articles, and related material selected by faculty to support classroom instruction. Items are kept in the Reserve Room on the first floor of the Library and are generally available on a two-hour basis for in-house use only.

The Library endeavors to conform to copyright law (Title 17 U.S.C.) while affording access to copyrighted material for research purposes. Some copyrighted material may be governed by the fair use provisions of the U.S. Copyright Act (Section 107), and as such, in determining fairness four factors must be considered: the purpose of the use; nature of the work; amount of the portion used in relation to the whole; and effect of the use on the potential market. Because Nassau Community College Library reserves are for non-profit, educational purposes, copies may be made without securing copyright permission if the replication is related directly to the educational objectives of a specific course. The Library will not place any items on reserve that it knows are not in compliance with copyright law.

Guidelines

- All materials placed on reserve must be associated with a specific course and be included at the initiative of faculty for the non-commercial, educational use of students.
- The Library will not charge for reserve use.
- Use of reserves will be limited to the College community: administration, faculty, students, and staff.
- All copies must include complete bibliographic citations (author, title, journal title or book publisher, and date) and attributions to their sources with the notice of copyright from the original publication if possible.
- The following copyright notice will be placed on the cover or introductory page of photocopied material:

  THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW (TITLE 17 U.S. CODE)

Responsibilities

The Library will
- place material on reserve at the request of faculty for the educational use of students;
- purchase material for reserve, including textbooks and accompanying solutions manuals if possible;
- place a copyright notice on all photocopied works;
- accept personal copies from faculty with the understanding that the Library is not responsible for loss or damage;
receive other copies from faculty for one semester only;
require faculty to sign a form attesting to the ownership of a particular item such as a periodical article or book chapter;
require faculty to obtain copyright permission and pay copyright clearance fees through departments when necessary; and
accept audiovisual material including videocassettes for reserve to be placed in the Media Unit with the understanding that copying violates copyright law.

The Library will not
- charge for reserve use;
- accept material for reserve from other libraries;
- place on reserve consumables such as workbooks and study guides produced for a specific course and available for student purchase; and
- accept material for reserve without permission if the nature, scope, or extent of copying is judged by the Library to exceed the reasonable limits of fair use.

Faculty will
- complete required reserve forms;
- determine if reserve readings are in compliance with fair use.
- include complete bibliographic citations with material to be placed on reserve;
- request that the Library purchase material for reserve allowing enough time for orders to be processed;
- make appropriate use of Library resources by ensuring that reserve material are necessary readings for class use; and
- obtain copyright permission and pay for any necessary copyright clearance fees through departments.

**Web Sites to Consult for Further Information**

*Copyright Clearance Center* - [http://www.copyright.com](http://www.copyright.com) - offers online permission capability for both photocopy and digital duplicates. [http://www.copyright.com/](http://www.copyright.com/)

*Sample Letters for Copyright Permission* - [http://www.utsystem.edu/ogc/IntellectualProperty/permmm.htm](http://www.utsystem.edu/ogc/IntellectualProperty/permmm.htm) - includes examples provided by the University of Texas Office of General Counsel.

*U.S. Copyright Office Information Circulars* - [http://www.copyright.gov/circs](http://www.copyright.gov/circs) - offers basic fact sheets and circulars that address fair use and other copyright issues.