

# Reed Library Course Reserves Policy

The Circulation/Reserves staff at Daniel A. Reed Library process reserve listings submitted by Fredonia faculty and other Fredonia instructors. Materials are processed based upon the fair use provisions of the United States Copyright Act of 1976. When Library materials are purchased it is with the understanding that there will be multiple users. Subscription materials often include a premium to support these users. The principle of "fair use" is established in 17 USC Section 107. According to this principle, the reproduction of copyrighted works for certain limited, educational purposes does not constitute copyright infringement. The following four factors are considered in the determination of fair use:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

The Reserve operations facilitate provision of copies for classroom use by students. These guidelines have been established to assure conformity with the fair use provisions of the copyright law and the efficient processing of lists.

- Materials will be placed on Reserve at the request of the faculty member or instructor teaching a course.
- Materials will be for non-commercial, educational usage of students.
- Students will not be charged for access to materials.
- Reed Library will not purchase items for reserves that are considered textbooks for the course.
- All copyrighted works will be lawfully acquired (i.e. by purchase, license, fair use, etc.).
- Copying will not be used to create, replace or substitute for anthologies, compilations or collective works. [The Copy Center can provide coursepacks].
- The following materials may be placed on Reserve. Please Note: Interlibrary Loan Items which are not articles CAN NOT be placed on reserve.
  - Books (Library and personal)
  - Exams- Lecture notes of the instructor of record for a course
  - U.S. Government publications
  - Material considered to be in the public domain
  - One article from a journal issue
  - One chapter from a book
  - One short story, essay or short poem
  - One chart, graph, diagram, drawing, cartoon or picture from a book or periodical
  - Audiotapes
  - Videocassettes and DVD's
- Materials submitted must include full citation information. Citations are needed to verify copyright compliance. Incomplete citations will result in delays in processing requests.
- When personal materials are placed on reserve they are subject to wear and tear. They may also be lost. The Library assumes no responsibility for loss or damage of these materials.
- If copying permission is not indicated in the document, copyrighted material will be placed on Reserve for one semester (fair use).
- If copying permission is not indicated in the document, copyright permission will be sought from the copyright holder in the following situations:
  - An instructor will be using the same materials for more than one semester
  - Multiple articles, chapters, charts, graphs, diagrams, drawings, cartoons or pictures are needed from a book or periodical
- Author's permission is required for unpublished papers and projects.
- Access to materials on reserve will be limited to Fredonia students, faculty and staff.
- Reed Library will seek copyright permission when necessary and pay reasonable fees. The library reserves the right to limit the placement of items on reserve due to difficulties obtaining copyright permission and royalty costs. If it is necessary to seek copyright permission, materials will be placed on reserve for 3 weeks while awaiting this permission. If permission is denied, the instructor will be notified and material will be removed from reserve immediately.
- When copies will be placed on electronic reserve they will not be duplicated in print format. Electronic links will be established for which Reed Library has licenses and the appropriate permission.
- Books, audio files, video files and items that cannot be placed on electronic reserve will be maintained in traditional reserve collections in Reed Library.
- All materials will be removed from reserve at the end of each semester. Personal materials will be returned to instructors and library materials will be returned to library collections. Instructors must notify reserve staff by the last day of classes if they wish to keep materials on reserve the following semester.
- Reserve requests must be submitted at least 3 weeks before the beginning of each semester. Materials submitted later will not be available for the first day of classes. During the first 2 weeks of the semester, reserve staff receives numerous listings. Processing may take up to 2 weeks at this time. At other times during the semester materials are generally processed in 1 - 5 days. It takes a minimum of 5 weeks to acquire new titles in print. It also takes a minimum of 2 weeks to recall books that are checked out to borrowers.