COPYRIGHT POLICY GUIDELINES

The following guidelines are derived from the American Library Association's Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use, 1982.

CLASSROOM USES
1. The distribution of the same photocopied material may not occur every semester.
2. Only one copy may be distributed for each student. It then becomes that student's property.
3. The material must include a copyright notice on the first page of the material photocopied.
4. Students may not be assessed any fee beyond the actual cost of photocopying.
5. Prose works may not exceed 2,500 words in length. If the work is longer than 2,500 words, then an excerpt may be reproduced not to exceed 1,000 words or 10% of the work, whichever is less.
6. Poetic works, both complete reproductions and excerpts, must be limited to 250 words.

LIBRARY RESERVE USES
If the request calls for only one copy to be placed on reserve, the library may photocopy an entire article, or an entire chapter from a book, or an entire poem. Requests for multiple copies should meet the following guidelines.
1. The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course taking into account the nature of the course, its subject matter and level.
2. The number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same material.*
3. The material should contain a notice of copyright.
4. The effect of photocopying the material should not be detrimental to the market for the work.
5. Prose works may not exceed 2,500 words in length. If the work is longer than 2,500 words, then an excerpt may be reproduced not to exceed 1,000 words or 10% of the work, whichever is less.
6. Poetic works, both complete reproductions and excerpts, must be limited to 250 words.
* Copyright guidelines suggest a limit of six. Since students usually take reserve materials straight to the photocopier, we seldom need more than two or three copies in our library.

PROSCRIBED USES
1. Repetitive copying - Materials used in multiple courses or repetitive years.
2. Copying for profit - Students can be charged actual costs, but no more.
3. Consumable works - Workbooks, standardized tests, etc.
4. Creation of anthologies as a basic text material.

HOW TO OBTAIN PERMISSION
There are two ways to obtain permission to copy materials protected by copyright – 1) Obtain permission directly from the owner, and 2) Obtain permission from the CCC (Copyright Clearance Center).

Owner
Write to the copyright owner for permission and include a self-addressed, stamp envelope. The library can usually supply you with an address. Getting permission may take as many as six weeks and may require a fee (which may be passed on to the student). The following information is needed.
1. Title, author and/or editor, and edition.
2. Exact material to be used, giving amount, page numbers, chapters, and, if possible, a photocopy of the material.
3. Number of copies to be made.
4. Use to be made of the duplicated material.
5. Form of distribution (classroom, reserve, etc.)
6. Whether or not material is to be sold.
7. Type of reprint (photocopy, offset, etc.)
The advantage of writing to the copyright owner is that sometimes they will let you copy for free.

CCC (Copyright Clearance Center)
The CCC is a national clearinghouse for copyright fees. Both copyright owners and users may register. Fees are based on a combination of length and number of copies.
The advantage of using the CCC is that you don’t have to track down the copyright owner.

COURSEPACKS
The assembling of multiple works into coursepacks for sell in the bookstore (or even for free handout in class) is prohibited. However, this can be done through the CCC (Copyright Clearancehouse Center).

Copyrightrules updated 8/8/2005
RESOURCES

Because Copyright is a complex and ever changing issue the library recommends the following additional resources:

*Commonsense Copyright: A Guide for Educators and Librarians*, by Talab
*Complete Copyright*, by Russell
*Copyright Essentials for Librarians and Educators*, by Crews
*Copyright Law on Campus*, by Lindsey
Conference on Educational and Library Fair Use (CONFU)
Copyright & Fair Use http://fairuse.stanford.edu/
Copyright Management Center (Indiana University) http://www.copyright.iupui.edu/
Copyright Clearing House http://www.copyright.com/