

COPYRIGHT GUIDELINES FOR RESERVE ITEMS

When placing photocopies on reserve, the Devereaux Library adheres to the fair-use provision of federal copyright law, (Title 17, US Code). Libraries are authorized under fair-use principles to furnish photocopies for private study, scholarship, and/or research under certain circumstances.

- Material must contain a notice of copyright including copyright symbol, date and place of publication, author and title. The Devereaux Library has a coversheet available for faculty use
- Amount of material is reasonable in relation to total amount of material assigned for one term of a course
- Copyrighted consumables (i.e. workbooks, forms) may NOT be placed on reserve
- Effect of photocopying is not detrimental to the market of the work
- No cost to the student in excess of normal photocopying costs
- Photocopies of published works may be placed on reserve for only ONE semester without permission of the copyright holder
- Unpublished works (i.e. student reports) may only be placed on reserve with permission of the copyright holder
- Faculty may place items which they have created (i.e., lab notes, exams, forms) on reserve without restriction

Faculty members must seek permission from the copyright holder for all reserve materials that do not fall under fair use guidelines. Faculty must maintain and make available upon request proof of such permission.

Most books owned by the library or the faculty member may be placed on reserve without copyright permission. However, courtesy review copies may NOT be placed in the library without the permission of the copyright holder.

Further information regarding copyright law is available at the Devereaux Library. Contact Patty Andersen, campus copyright officer, 394-1255, for more information and assistance.

Devereaux Library Reserve Request

Instructor's Name	Date
Course Name	Course Number

Items will be removed from reserve at the end of each semester.
Items belonging to an instructor will be returned via campus mail.

Loan Period

2 hour	24 hour	72 hour	7 day
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Library copy	Personal Copy	TITLE as it appears on your syllabus	Author	# copies	Leave blank

Please allow at least 48 hours for processing these materials.

While every effort is made to safeguard reserve materials, items may sometimes be lost or damaged. The library cannot be responsible for said loss or damage nor for the normal wear and tear that must be expected.

This form must be read and signed by the instructor.

Signature below indicates that I have read the Devereaux Library Copyright Guidelines and certifies that

- (1) The items I am placing on reserve comply with Federal Copyright laws
OR THAT
- (2) I have received permission from the copyright holder to copy this item and will keep this permission on file
OR THAT
- (3) I am the copyright holder and give my permission for the Devereaux Library to make this material available

SIGNATURE _____

Date _____