

BRENNAN LIBRARY

Copyright issues related to Library Reserves

At the request of a faculty member, a library may place on reserve excerpts from copyrighted works in its collection in accordance with guidelines similar to those governing formal classroom distribution for face-to-face teaching (see the full Brennan Library Copyright Policy). The library staff believes that these guidelines apply to the library reserve shelf to the extent that it functions as an extension of classroom readings or reflects an individual student's right to photocopy for his personal scholastic use under the doctrine of fair use. In general, librarians may place materials on reserve for the convenience of students both in preparing class assignments and in pursuing informal educational activities which higher education requires, such as advanced independent study and research.

If the request calls for only one copy to be placed on reserve, the library may place on reserve one copy of an entire article, or an entire chapter from a book, or an entire poem. Requests for multiple copies on reserve should meet the following guidelines:

- The amount of material should be reasonable in relation to the total amount of material assigned for one term or a course taking into account the nature of the course, its subject matter and level [17 U.S.C. Section 107 (1) and (3)].
- 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 level [17 U.S.C. Section 107 (1) and (3)].
- The material should contain a notice of copyright [17 U.S.C. Section 401]. (Brennan Library staff will stamp each copy with the notice)
- The effect of photocopying the material should not be detrimental to the market for the work. (In general, the library should own at least one copy of the work.) [17 U.S.C. Section 107 (4)].

In addition, a faculty member may also request that multiple copies of copyrighted material be placed on the reserve shelf if there is insufficient time to obtain permission from the copyright owner. If you are in doubt as to whether a particular instance of photocopying is fair use, you should seek the publisher's permission. Most publishers will be cooperative and will waive any fee for such use.

Please note: The classroom or reserve use of photocopied materials in multiple courses or successive years will normally require advance permission from the owner of the copyright. [17 U.S.C. Section 107(1) and (3)].

For more details about the educational use of copyrighted materials and/or help with obtaining permission from a publisher, please see a librarian.

Please initial that you have read this policy _____