

## **Copyright-related guidelines for course reserve material**

The complete Library copyright policy is available upon request.

### Course Reserves Guidelines for Textbooks

The SUNY Orange Library Course Reserves Policies are designed to comply with the legal requirements of Title 17 of the United States Code and prohibit copying not allowed by the law, Fair Use Guidelines, license agreements or the permission of the copyright holder.

Fair Use allows the following items to be placed on reserve for one semester only:

- One chapter of a book if ten or more chapters or less than 10% if 9 or fewer chapters
- One article from a periodical or newspaper
- One short story, short essay or short poem, provided that it is not the heart of the work
- One chart, graph, diagram, cartoon or picture from a book, periodical or newspaper
- Permission is needed for the following which generally do not fall within Fair Use Guidelines:
  - Material described above kept on reserve for more than one semester
  - More than one chapter or article from a book, or more than one selection from a collection of essays or poems
  - “consumable” works such as standardized tests, exercises or workbooks
  - Anthologies created by photocopying copyrighted materials.

Textbooks are problematic, in that it cannot be assumed that placing them on reserve will fall within the guidelines of Fair Use. The following guidelines will be applied to textbooks:

Courtesy, complementary, promotional copies of textbooks intended for the instructors use only, will not be placed on reserve unless accompanied by specific written permission from the copyright holder. This document must include the time period covered, the ISBN, title, author, and edition, and state the nature of permitted in library use. Textbook copies owned by the instructor or textbooks whose copyright permission falls under the provisions of Fair Use may be placed on reserve for one semester. If needed longer, copyright permission must be obtained by the instructor. Purchased textbooks may be donated to the library.

### **Original material:**

Original material such as exams or study guides, may be placed on reserve without restriction.

### **Personal copies**

Personal copies and library copies, except videos, CDs, and software, may be placed on reserve for one semester.

**Personal Copies of Videos:**

- Personal copies of commercially made videos may be used for one semester without obtaining permission. One backup copy may be made and circulated.
- Videotapes of original broadcasts (e.g. Dateline) may be used for 10 days after broadcast without obtaining permission. They must be viewed in their original format.
- Videotapes of instructional television programs (PBS) may be used for one semester without obtaining permission.

**Personal Copies of other Audio-Visual material**

One duplicate of an original purchased copy may be made and placed on reserve. Software license terms and instructions must be included.

**Please Note:**

- Library staff may remove and return any non-compliant course reserve material at any time.
- Faculty who wish to challenge this policy may complete a Copyright Challenge Form for each disputed item. The signer of this form will be accepting responsibility for any violation of copyright law.

All material will be labeled as follows:

Copyright law of the United States (Title 17, United States Code) governs the photocopying or reproduction of copyrighted material. The user of this work is responsible for determining the lawful use of this material and liable for any copyright infringement.

**Obtaining copyright permission or a licensing agreement** can be a long and complicated process. The resources listed below may help.

Copyright Clearance Center

The CCC acts on behalf of copyright holders to grant permissions and collect fees.

21 Congress Street

Salem, MA 01970

[www.copyright.com](http://www.copyright.com)

iCopyright

<http://info.icopyright.com/>

## **Sites that include searchable, but not comprehensive, databases**

U.S. Copyright Office

[www.copyright.gov](http://www.copyright.gov)

Click on Search Records to access the databases.

Stanford University Copyright Renewal Database

<http://collections.stanford.edu/copyrightrenewals/>

US Class A book renewals requested from 1950 and 1992 for books published in the US between 1923 and 1963.

WATCH

<http://tyler.hrc.utexas.edu/>

Look here for copyright holder contact information. The WATCH copyright file is a joint project of the Harry Ransom Humanities Research Center at The University of Texas at Austin and the University of Reading Library, Reading, England.

## **Songs**

ASCAP

[www.ascap.com](http://www.ascap.com)

Click on ACE Repertory Search for songs licensed by ASCAP in the U.S.

BMI

<http://repertoire.bmi.com>

SESAC

<http://www.sesac.com/licensing/licensing.aspx>

Search the SESAC repertory database.

## **Copyright Owner**

Direct contact with the copyright holder will sometimes result in permission without royalty payment, but can be time consuming. A letter to the Permissions Department of the publisher or network should include the following information:

Course Name  
College Name  
Duration of use

Author of work  
Title of work  
Edition of work  
Form of distribution (whole book or periodical, photocopy of chapter or article)

Material on course reserve will be accessible by course name, course number, instructor's name, department, title and author.

A self addressed stamped envelope should be included.