

## PLACING PHOTOCOPIED MATERIAL ON RESERVE

**Instructors are responsible for making all photocopies they wish to place on Reserve.** These copies will be the property of the instructor. To comply with Copyright regulations, all copies must contain a full bibliographic citation and copyright notice on the first page. This should include the title of the book or journal, the volume and issue number or the date, the title of the article, the author, the pages copied and the copyright date. The Library has a stamp to use for the copyright notice.

**Instructors are responsible for Copyright compliance when photocopying.** A more detailed explanation of copyright policy is available at the Circulation Desk. When copyright permission is needed, a copy of the consent form is to be included with the Reserve request form.

**Photocopy guidelines to follow:**

### PERMISSIBLE COPYING - EXAMPLES

Copies made from material owned by the Library:

An instructor may make up to **one copy** of a chapter from a book, an article, short poem or short essay to place on reserve.

When **multiple copies** are needed, up to **6 copies** may be made for use for **one semester**. As a rule of thumb, one copy per 15 - 20 students is sufficient.

Following the same guidelines, an instructor may make copies of excerpts from **dramatic or musical works**.

Copies made from material not owned by the library:

An instructor may request that multiple copies of photocopied, copyrighted material, not owned by the library, be placed on Reserve for one-time use. That is, if the material is so current and/or the inspiration and decision to use the work is too close in time to expect a timely reply for permission.

### COPYRIGHT PERMISSION REQUIRED - EXAMPLES

Reserve use of photocopied material for multiple courses or successive semesters.

Duplication of consumable works such as standardized test, exercises, or workbooks.

Creation of a collective work or anthology by photocopying a number of copyrighted works.

Duplication of substantial portions of a work.

Duplication of performable units of dramatic or musical works.

**Please refer to the more detailed explanation of Copyright compliance available at the Circulation Desk.**