

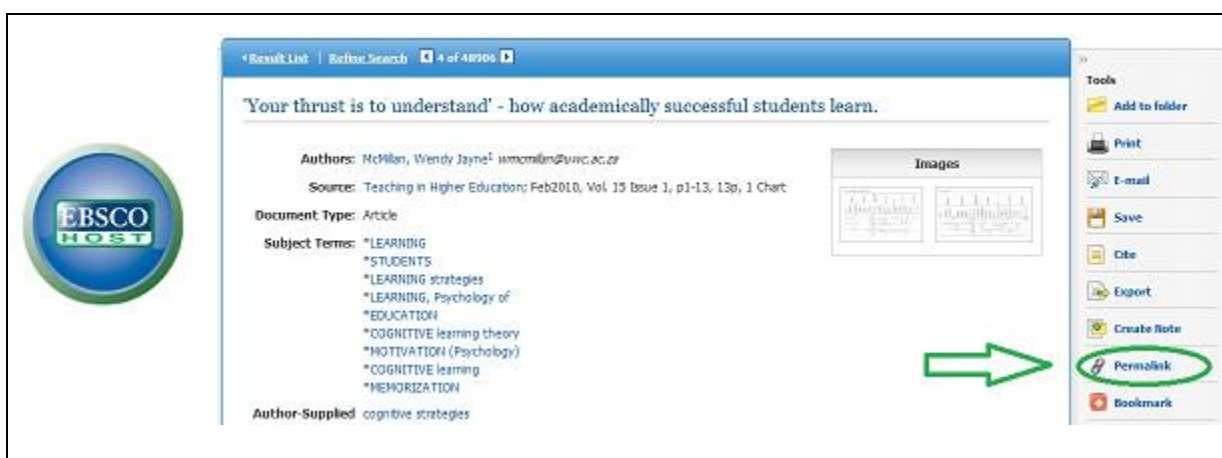
Guidelines for Reserves

Endorsed April 2011 by Library Advisory Committee

Beginning next academic year, Cole Library will no longer place photocopies of copyrighted material on reserve. To adapt to this change, we encourage faculty to post links to full text in Moodle or to create course packs through the Bookstore.

Solutions that are in compliance with copyright:

- **Link to the text** – Determine if the article or chapter is available in full text through a database or other online source and create a link in Moodle. Look for a persistent link to the article – don't copy the URL from the browser. If you need assistance, ask your consulting librarian or Ian Mason in the Academic Technology Studio. Examples:



- **Place a copy in Moodle once** – The *first time* you use a copyrighted work, you may scan a copy and place the text in Moodle. This is an appropriate solution for spontaneous uses of a text, particularly if it is only one chapter or one article. Make sure the full citation and copyright statement are included and that you remove the file when the term is over. The Circulation Desk workers can provide limited assistance with scanning using the printer-copiers, and Ian Mason in the Academic Technology Studio can show you how to upload a document.
- **Create a course pack** – Copies of articles or chapters that you use repeatedly in your courses should be taken to the Bookstore to be made available through a course pack. This process includes the

securing of license fees for copyright permissions. Include on each item a full citation and a statement of copyright. Allow 6-8 weeks for processing. Contact Tyler Wedig at ext. 4378 for more information.

Solutions that may violate copyright:

- **Posting full text to the K: drive** – To be in compliance, electronic reserves must be accessible only to the students enrolled in that course. The K: drive is accessible by everyone.
- **Posting on Moodle more than the minimum** – The minimum amount clearly regarded as fair use is one article per journal issue, one poem, one short story, or one chapter from any book.
- **Providing your students with photocopies** – Unless it is a spontaneous use, you can only provide copies of text that is in the public domain or copyrighted items for which you have permission to copy and distribute.

General Guidelines:

- You or Cornell College must own the original item.
- Include with each item a full citation and a statement of copyright (e.g. "Copyright 2002 by Oxford University Press"). If the copyright date and/or identity of the copyright holder is unknown, use the following statement "This material may be protected by copyright. Further dissemination is prohibited."
- The minimum amount clearly regarded as fair use is one article per journal issue, one poem, one short story, or one chapter from any book. If multiple chapters of a book are required, the original book should be placed on reserve in the library or students should be encouraged to purchase the book. Limited funds are available for purchasing such items for library reserves.
- Photocopies may not be used to create, substitute for, or replace an anthology.
- Items in the public domain, or for which explicit permission to copy for non-profit educational use has been granted, need not be included in a course pack since license fees do not apply.
- It is up to the instructor to determine whether each item meets the "fair use" standard. As a demonstration of good-faith effort to avoid copyright infringement, you may complete and retain a "[Checklist for Fair Use](#)" documenting your decision process.
- The library reserves the right to refuse to place on reserve any material it determines does not meet fair use.