

## About Course Reserves – For Faculty

### Items that can be placed on Reserve

- I. Purchased or licensed materials that are part of the library's collection or materials owned by the faculty member.①
- II. Materials in the public domain
- III. United States government documents②
- IV. Lecture notes, class syllabi, homework assignments/solutions, sample tests (anything in which you are the sole owner of copyright)
- V. One chapter from a book③
- VI. One article from a periodical issue
- VII. A hardcopy of an Internet resource
- VIII. A short essay, short story, short poem, chart, graph, diagram, drawing③
- IX. Student projects or papers

① Personally owned materials will be accepted for Reserves with the understanding that items are placed at owner's risk and that items will be minimally processed with barcode, etc. Reference books, entire periodicals, and items from special collections will not be placed on in-house reserve because these items are always available in their specific collections. Information from these sources may be placed in E-GIL Reserves in accordance with this policy.

② Not all materials that look like U.S. government documents are published by the government. Look for a copyright statement to determine if the material is protected or public domain.

③ Fair Use Guidelines should be consulted when copying portions of a material to see if portions copied compared to the whole of the work would be considered Fair Use. For more information about Copyright, visit Cornell's Legal Information Institute

[http://assembler.law.cornell.edu/uscode/html/uscode17/usc\\_sup\\_01\\_17.html](http://assembler.law.cornell.edu/uscode/html/uscode17/usc_sup_01_17.html)

### Items placed on Reserve that require Copyright Permission

One chapter of a book for *more than one semester*

One article from a periodical issue for *more than one semester*

A hardcopy of an Internet Resource for *more than one semester*

A short essay, short story, short poem, chart, graph, diagram, drawing, picture taken from a copyright protected material for *more than one semester*

Student projects or papers for *one or more semesters*

Multiple articles from one periodical issue for *one or more semesters*

Multiple chapters from a book for *one or more semesters*

## **Items that cannot be placed on Reserve**

Interlibrary loan items or materials borrowed from other libraries

Copyright protected materials intended for the creation of anthologies as basic text material for a course

Full-text articles from electronic resources④

- ④ Articles from electronic resources that are licensed to Dalton State College may be made available to students by access number or by capturing the article's permanent link. Librarians will assist faculty in identifying this information that can be used in the creation of online reading lists.

For additional information on Copyright and Fair Use, see **For Faculty – Seeking Permission.**

## About Course Reserves – For Faculty

### Procedures for Placing Items on Reserve

1. Read the **About Course Reserves – For Faculty – Items that can be placed on Reserve** if you have any questions.
2. Bring library owned or personally owned materials as well as Reserves Requests forms to the Roberts Library Circulation Desk. Forms are available at the Circulation Desk and online at <http://www.daltonstate.edu/library/reservesform.html>. Faculty may also talk with the Circulation Coordinator x4529 about their Course Reserve requests.
3. Items that are duplicated and are copyright protected will need complete citation information and a copy of the original copyright information page. (This step is often overlooked but is required to be in compliance with Fair Use Guidelines). See form for more details.
4. If the item is part of the library collection, it may remain on Reserve as long as the item is being used. Be sure and indicate if the item is intended to stay on Reserve beyond its initial semester placement. Copies of items that are copyright protected will be removed from Reserves without permission beyond the initial semester. Faculty are responsible for obtaining and providing documentation of copyright permissions.
5. Certain library materials will not be placed on Reserve because they are in-house circulation only and are always available. Items in this category are Reference works, Special Collections, and whole issues of periodicals.
6. For E-GIL Reserves, handwritten notes may need to be typed if they do not scan or read clearly.
7. Please allow 3 working days for Reserve items to be processed and before you tell students that they are available. A library staff member will contact you if materials are available earlier so that you can alert your students.

## About Course Reserves – For Faculty – Seeking Permission

Use the information below to assist you in getting permission and for general information on Copyright. Items that require copyright permission cannot be placed on Reserve until documentation of permission is provided.

**Sample Permission Letter** – The publisher / copyright owner will need you to provide complete citation information. You can customize this letter to your needs. See Sample Permission Letter.

**Finding address information for copyright holders** – Most publisher address information can be found using GALILEO's Books In Print. This database has a segment devoted to publisher information. Address permission requests to the equivalent of a publisher's "copyright permissions" department. Periodical publisher information can be found via the web and in the publications section of most periodical databases. Librarians can assist you locate publisher information.

**Copyright Clearance Center** – The Copyright Clearance Center has authority to grant permission for duplication and use of many publications. The CCC will collect fees on behalf of the copyright owner. Visit their site for more information.

<http://www.copyright.com>

### Additional Copyright Information Sites

University System of Georgia Regent's Guide to Understanding Copyright

<http://www.usg.edu/admin/legal/copyright/index.phtml>

Stanford University Libraries Copyright & Fair Use <http://fairuse.stanford.edu/>

University of Texas System – Crash Course in Copyright

<http://www.utssystem.edu/OGC/IntellectualProperty/cprtindx.htm>