August 20, 2013

Dear Colleagues,

It has come to the attention of library staff that there may be an issue concerning copyright infringement in regard to the materials that are placed on library reserve. After carefully examining Title 17 U.S.C. Section 107 on the subject of Copyright and Fair Use, we have determined that materials falling under these descriptions need copyright clearances before we can place them on reserve. Furthermore, the following materials require copyright clearances:

- Multiple articles reproduced from a single journal issue; multiple chapters from a book;
- Reproduced copyrighted materials that will be used repeatedly by the same instructor for the same course for multiple terms;
- Complimentary books that have “Review Copy,” “Examination Copy,” “Instructor’s Copy,” or similar labels printed on the book by the publisher.

The Library will no longer accept materials for library reserve that fall under the descriptions above, unless proof of copyright clearances are attached with the items. Another option would be for the instructors or the departments to purchase and provide the Library with a copy of the textbooks for use by students.

In accordance with Title 17 U.S.C. Section 107, at the end of each semester, reserve items will be sent back to instructors and or departments from which they came. The materials will be sent via campus mail. If the instructor and/or department would like to keep the materials for the next semester, AN UPDATED proof of copyright clearance needs to be given to the library staff in charge of library reserves.

Copyright permission can be obtained by a) sending a written request to the copyright holder (usually the publisher), and/or b) by paying a fee to the Copyright Clearance Center.

For more information on copyright, please visit the links listed below:

- Title 17 U.S.C Section 107 concerning Fair Use : http://www.copyright.gov/fls/fl102.html
- Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use : http://www.cni.org/docs/infopols/ala.html

Thank you for your cooperation,

LBCC Library Staff