

Copyright Policy

Ursuline College

June 1995

Revised April 2011

**URSULINE COLLEGE
COPYRIGHT POLICY
For Administrators, Faculty and Staff**

I. Policy Statement

The primary objective of copyright is not to reward the labor of authors, but "to promote the Progress of Science and useful Arts." Art[icle] I, § 8, cl[ause] 8 [of U.S. Constitution]. . . To this end, copyright assures authors the right to their original expression, but encourages others to build freely upon the ideas and information conveyed by a work.

Justice Sandra Day O'Connor, writing in Feist Publishing Inc. v. Rural Telephone Service Co. Inc., 499 U.S. 340, 349, 111 S. Ct. 1282, 113 L. Ed. 2d 358, 371-72 (1991).

Federal copyright laws (Title 17 United States Code) protect the rights of authors/owners of works while promoting the widespread dissemination of ideas in the arts and sciences. It is the policy of Ursuline College to abide by these laws and to maintain the highest possible ethical standards while using copyrighted materials for instructional purposes. While the College encourages its employees to enrich the learning process by making proper use of supplementary materials, the College expects all employees to comply with the copyright laws while doing so. It is not necessary for any employee of the College to violate copyright requirements in order to perform their duties properly. Thus, the College does not sanction or condone illegal duplication in any form, and any employee violating the College's copyright policy or the copyright laws does so at her or his own risk and assumes all liability.

The following policies provide guidance to the entire College community about permissible uses of copyrighted printed materials, computer software, and audio-visual materials.

II. General Copyright Prohibition and "Fair Use"

Original works of authorship – including literary works, musical works and accompanying words, dramatic works, pictorial, graphic and sculptural works, motion picture and other audiovisual works, and sound recordings – are protected by copyright. However, ideas, procedures, process, systems, methods of operation, concepts, principles or discoveries contained within an original work are not covered by copyright. A copyright gives the owner of the copyright the exclusive right to reproduce, distribute, perform and display copyrighted works.

In general, no one may use copyrighted material without authorization from the copyright owner for the life of the copyright. Generally, if the work was created on or after January 1, 1978, copyrighted works are protected by copyright laws for the length of the author's life plus seventy years. Copyrights for works completed before January 1, 1978 extend for 28 years from the date the copyright was secured and are automatically renewable for an additional 67 years. Thus, currently, works created prior to 1923 are likely to be in the public domain, and permission need not be sought. In addition, works created

directly by the federal government or by one of its employees are in the public domain and can be copied freely.

The "fair use" exception allows someone other than the copyright owner to make reasonable use of copyrighted materials without permission. The "fair use" of a copyrighted work for comment, criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement on a copyright. The factors to be considered in determining whether use of a copyrighted work is "fair use" are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

(17 United States Code § 107).

Although teaching, scholarship and research purposes may justify a fair use defense to a claimed infringement of copyright if certain criteria are met, planned and repeated uses of copyrighted material without the permission of the owner are not justifiable. **Claiming "educational use" alone is not sufficient to make the use of photocopies "fair use."**

Below are more specific guidelines for determining when the photocopying of printed materials, and the copying of computer software and audio-visual material constitute "fair use."

III. Photocopying

The "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" was drafted in 1976 by an Ad Hoc Committee on Copyright Law Revision representing educators and publishers. (See 17 United States Code Ann. §107). These Guidelines clarify the four factors for "fair use" set out in the copyright law (see II. above), and provide educators with criteria against which to determine if their photocopying of books and periodicals constitutes a "fair use." The rules below are based, in part, on these Guidelines.

A. Research and Class Preparation

Faculty members may make, or have someone else make, a single copy of a book chapter, a newspaper or periodical article, a short story, essay, or poem, a chart, diagram, drawing, etc., if needed for teaching, research or scholarship.

B. Multiple Copies for Classroom Use

The following requirements for multiple copying for classroom purposes apply to multiple copying for classroom use done through the Print Shop, at a stand-alone photocopying machine, or at an off-campus copying center.

1. General Rule – Permission Required. Faculty members or students who want to make photocopies of materials for classroom use to distribute to students should seek the prior written permission of the copyright owner. (A "Request for Permission to Photocopy Materials" form is attached. This form can be adapted for specific requests.) The college also has a membership in the Copyright Clearance Center, which can handle specific requests, for a fee.

2. Fair Use Exception – Permission Not Required. Faculty may make, or have someone else make, multiple copies for classroom use without prior written permission if all of the following are met:

- (a) the copying meets the brevity, spontaneity, and cumulative effects tests below:

Brevity: The brevity test for **prose** is met if the copy is (a) a complete article, story or essay of 2500 or fewer words or (b) an excerpt of no more than 1000 words or 10% of the work whichever is less.

The test is met for **poetry** if the poem is (a) less than 250 words and printed on not more than two pages, or (b) an excerpt from a longer poem of not more than 250 words.

For **illustrations**, brevity constitutes one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

Spontaneity: The inspiration for the copying came from the individual faculty member, and the motivation, the decision and the need to use the work are so close in time that seeking permission would be unreasonable.

Cumulative effects: The copying is for only one course at the college. Copying during one semester of any kind of printed material – except current news periodicals, newspapers and current news sections – is limited to: one work (short article, essay, story or two excerpts) from any one author; three excerpts from the same collected work or periodical; and nine instances of multiple copying for the same course.

- (b) only one copy per student is requested;

- (c) faculty members do not use the same article from semester to semester without permission;
- (d) all photocopies carry a copyright notice similar to the following:
"This material may be protected by copyright law. (Title 17, United States Code).";
- (e) students are only charged for the cost of the copying;
- (f) photocopying is not used to replace books, publisher's reprints or periodicals;
- (g) permission is obtained from the copyright owner before creating anthologies or collected works by copying various printed articles or works and compiling them into a packet; and
- (h) workbook pages, tests, answer sheets or other consumable materials are not photocopied without permission.

C. Rules Governing Copying Through the Print Shop

1. Photocopy requests made through the Print Shop must meet the rules governing "Multiple Copies for Classroom Use" set out above. Thus, the Print Shop will not duplicate copyrighted materials without written permission from the publisher or verification that the above prohibitions have been observed and that the brevity, spontaneity and cumulative effects tests for "fair use" have been met.

2. The creation of anthologies or collected works by copying various printed articles or works is not "fair use" and is prohibited by copyright law unless permission is obtained from the copyright owner. The Print Shop will not print or assemble "textbooks" composed of various photocopied materials without the written permission of the copyright owners.

3. The Print Shop will not print or copy consumable materials, such as workbook pages, tests, answer sheets or other consumable materials, without receiving verification that the owner has given permission.

4. Students may not be charged more than the actual cost of copying.

5. Faculty members requesting photocopying through the Print Shop must complete a Requisitions Form and provide an assurance that written permission of the copyright owner has been obtained or that the photocopying meets the requirements for "fair use." (See sample requisition form attached).

D. Library Photocopying

Specific rules govern the duplication of copyrighted material held by the Besse Library:

1. Library patrons may make a single copy of a work for private study, scholarship or research.
2. All photocopying machines must display the following notice:

NOTICE

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

3. A librarian may copy a work from the Library's collection for the reserve room, for archives, for an interlibrary loan, or for the personal use of a requesting patron. As long as the librarian has no reason to believe (a) the copy will be used for purposes other than private study, scholarship or research, or (b) the Library is participating in the systematic multiple reproduction of copyrighted materials, the librarian need not affirmatively inquire into the use for which the copy is to be made.

4. The librarian must stamp a copyright notice (see III.B.2(d) above) on the first page of any photocopy made for the reserve collection, for archives, for an interlibrary loan, or for personal use.

5. Interlibrary Loan Restrictions:

- (a) The Library may not place copyrighted materials, such as books, journals etc., borrowed from another library through interlibrary loan on reserve in the reserve collection.
- (b) The Library may make a single copy from its collection for a patron or a patron of another library if it is to be used for private study, scholarship or research.
- (c) A requesting library may not ask, without permission, for more than five copies in one calendar year from a given periodical's last five years. No limiting guidelines are provided for photocopying from periodical titles more than five years old.
- (d) Unless permission is obtained, a requesting library may not ask for more than five copies from a single work other than a periodical (i.e. books, including collective works) within a calendar year.
- (e) A requesting library must maintain records of its own requests and the filling of those requests for three (3) full calendar years following the calendar year of the request.
- (f) The Library must stamp the first page of the copy produced with a copyright notice.
- (g) The following "Warning of Copyright" must be printed on the interlibrary loan request form:

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproductions not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

6. Reserve Collection Requirements:

- (a) Faculty members wishing to place materials on reserve must complete a Faculty Reserve Request Form. The Library Staff will not duplicate or accept copyrighted materials for reserve collection use unless the faculty member completes a Faculty Reserve Request Form.
- (b) Faculty members may request that the Library place on reserve an original of a copyrighted book from the Library's collection or their own personal collection without providing the Library with any copyright assurances.
- (c) If a faculty member requests that a photocopy of a portion of a book or a journal from the Library's collection or their own personal collection be placed on reserve, the faculty member must provide, on the Faculty Reserve Form, an assurance (1) that she or he has obtained written permission from the copyright owner/publisher to photocopy the material, or (2) that the College's photocopy prohibitions have been observed and that the photocopying request is a "fair use" in that it meets the brevity, spontaneity and cumulative effects tests set out above.
- (d) The "Warning of Copyright" listed in § III.D.5(f) above must be displayed at the Reserve Desk and on the front side of the Faculty Request Form used to place material on reserve.
- (e) After having received the completed form, the Library will copy a work or portion of a work in the Library's collection to be placed on reserve for student use. The librarian will place a copyright warning on the photocopy.

- (f) Because "fair use" photocopying for the reserve collection only permits spontaneous copying so that faculty members have coverage of current information, faculty members must obtain permission from the copyright owner if the material is to remain on reserve more than one semester.
- (g) The same copyright requirements listed above apply to any materials placed on electronic reserve.

IV. Acceptable Use of College Network and Computers

Specific guidelines on ethical uses of software and computer networking systems are found in Acceptable Use of Information systems at Ursuline College, found at www.ursuline.edu/computerservices/aup.htm.

V. Audio-Visual Materials

A. Pre-recorded Video Materials

Copyrighted video or audio materials owned by Ursuline College may be used as part of regular face-to-face classroom instruction solely for students enrolled in a specific course and their instructor in a place devoted to instruction (library, classroom, auditorium, etc.) Materials borrowed from a video rental store including "For Home Use Only" versions may also be used as part of regular classroom instruction. Pre-recorded video materials from a faculty member's own collection may also be used in face-to-face instruction. No charge may be assessed for such a use.

Whether a fee is charged or not, copyrighted video materials may not be shown outside of regular classroom instruction or in a place not devoted to instruction without the permission of the copyright holder. Showing video materials in a public room as part of an entertainment or cultural program, whether for an admission fee or not, would constitute a copyright violation, unless a performance license is obtained from the copyright owner. The Media Center staff will provide a service of researching (where possible) the costs for purchase of Public Broadcast rights for materials to be shown to the public as part of an entertainment, cultural or educational program. Duplicate copies or a change in media format of copyrighted materials may not be made without the permission of the copyright holder.

The Library may permit viewing of video materials in the Media Center or Library by individual students or groups of students when the viewing is for instructional purposes, and is not for random viewing or entertainment. The Library will not permit anyone to view the Library's copyrighted video materials in the Media Center or Library unless the material includes public performance rights or is being used for instructional purposes as outlined above.

The Library may loan copyrighted video materials to library patrons for personal use at home subject to restrictions set forth by copyright owners as to "at-home" viewing.

All video equipment and video materials owned by the Library and loaned to faculty and students should contain the following warning: "The copyright law of the United States

(Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Any person who makes an unauthorized copy or adaptation of the program, or redistributes the loan copy, or publicly performs or displays the program, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement. This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would lead to violation of the copyright law."

B. Off-Air Television Broadcast Recording

Faculty members may record programs off-air at their own homes to use in the classroom as long as (1) they meet all of the requirements for educational off-air recordings set out below, (2) they keep complete records of the recording and use of the materials, and (3) they provide the Media Center with the recording and use information.

All off-air recordings by a faculty member at home are subject to the following rules:

1. The material must be shown as part of a face-to-face instructional program by students, instructors, or guest lecturers in a classroom or instructional location. The showing must be limited to students enrolled in the class and their instructors. The showing may not be for entertainment.
2. A recording may be used once by an instructor during class within the first ten (10) consecutive school days after the recording date. If necessary for instructional reinforcement, the recording may be used once more during the first ten (10) consecutive school days after the recording date.
3. All recordings will be kept in the Media Center and will be signed out to the faculty member for classroom use. All recordings must be returned to the Media Center after the class is concluded. The recording may be used after the first ten consecutive school days and before the 45th calendar day after the recording date only for curriculum evaluation purposes.
4. The Media Center will erase all recordings on or before the 45th calendar day after the recording date, unless the faculty member obtains the written permission or a licensing agreement from the copyright owner.
5. Any other proposed use for the off-air recording requires the prior written permission of the copyright owner.
6. Only programs broadcast free to the public may be off-air recorded without permission. Cable programs, such as ESPN, C-SPAN and CNN, are not broadcast free to the public.
7. Off-air recordings need not be viewed in their entirety, but they may not be altered or physically or electronically combined.
8. Off-air recordings must include the copyright notice recorded on the broadcast program. In addition, the Library staff must place a copyright warning on the material and cover of the copy produced.

9. The Library is permitted to copy and to lend a limited number of copies of any audiovisual news program if (1) the Library obtains no commercial advantage from the copying; (2) the Library is available to others outside the College who are doing research in a specialized field; and (3) the reproduction or distribution contains a notice of copyright.

10. Faculty members may retain off-air broadcasts after the 45-day period or use them for other purposes if they obtain permission from the copyright holder.

11. PBS: The taping of shows from Public Broadcasting (PBS) is probably acceptable, as long as you meet the off-air recording requirements in the policy. Some state PBS networks and individual stations have negotiated for the right for teachers to retain PBS shows for up to a year. Check with the local PBS station to verify its policy as to off-air recording. Media Center staff will assist with this as needed.

12. Off-Air Recording: The Television Licensing Center (TLC) provides free information to educators on off-air recording and acquires licenses to allow educators to retain taped television programs beyond the 10-day time limit. Call 1-800-323-4222, ext 332.

C. Rules Regarding Use of Other Audio-visual Materials

1. A faculty member may create a series of slides from multiple sources, such as books, magazines etc., as long as the instructor uses the slides in class and she or he does not exceed 10% of all of the photographs in any one source, unless the source specifically prohibits any photographic reproduction.

2. A faculty member may create multiple overhead transparencies from a variety of sources, not exceeding 10% of the total content of any one source, unless this type of reproduction is specifically prohibited.

3. A faculty member may create a single overhead transparency from a single page of a consumable workbook, although he or she may not make multiple photocopies of that same workbook without getting permission or without meeting the "fair use" test.

4. A faculty member may not duplicate cassette tapes unless given reproduction rights; may not reproduce musical works on records, tapes, or compact discs or convert them into another format; or may not reproduce any audiovisual work in its entirety without permission.

5. Neither faculty members nor the Library staff may convert audio-visual materials into another format without permission of the copyright owner.

VI. Copying of Musical Works

Special rules apply to the copying of musical works:

1. For academic purposes, a faculty member may make multiple copies of not more than 10% of an entire musical work, as long as the copying is not for a performance, does not comprise an entire performable unit (i.e. section, movement, aria etc.), and only one copy per student is made.

2. A faculty member may make a single copy of an entire sound recording from the College's or her/his collection in order to construct aural exercises or examinations for class, which may be maintained by the College or by the instructor.

3. A faculty member may have students record a music class in its entirety for their personal use.

4. For academic purposes, a faculty member preparing for class or conducting research may duplicate a single copy of an entire performable unit if the unit is unavailable except in a larger unit or if it is out of print.

5. A faculty member may make a single copy of recordings of performances by students for evaluation or rehearsal purposes. The recording may be retained by the College or by the faculty member.

6. A faculty member may not make copies of printed sheet music to substitute for the purchase of sheet music, except in an emergency.

7. Copying may not be used to create, replace or substitute for anthologies, compilations or collective works.

8. Copying of consumable items, such as workbooks and tests is not permitted without permission.

9. Copying may not be made for performance purposes or to substitute for the purchase of music, except as set out above.

10. Copying of a musical work may otherwise be permitted if it meets the fair use test set out above or if the faculty member obtains permission for the use.

VII. Live Performance (please note the difference between the rights for dramatic and non-dramatic works)

1. If the performance of a dramatic work takes place in the course of a face-to-face teaching activity and is conducted in the classroom or similar place devoted to instruction, the performance may be exempt from the need to obtain copyright permission.

2. If the dramatic work is protected by copyright, permission must be obtained from the copyright holder in order to video record or audio record the performance and to retain or distribute that production, even if the performance itself is exempt from the need to obtain copyright permission.

3. The performance of a non-dramatic work may be exempt from the need to obtain copyright permission if:

- a. It is transmitted to handicapped people who are part of the instructional program but unable to present in the classroom.
- b. Or, the performance is not broadcast, is open to the public, the performers are not compensated, there is no admission charge, any

proceeds go to educational purposes, and the copyright owner does not object in writing more than seven days before the performance.

4. Any performance of a dramatic or non-dramatic copyrighted work not specifically exempted above requires permission and/or payment of royalties from the copyright owner, both for performance and for the rights to video record or audio record the performance and retain or distribute the production.

VIII. Electronic Media Restrictions

Copyright restrictions and the "fair use" requirements apply to electronic media as well.

Accordingly, anyone may read or view publicly marketed copyrighted electronic material privately, on site or remotely; make or have made a first-generation copy for personal use of an article or other small part of a publicly marketed copyrighted work or a work in a library's collection for study, scholarship or research; and make copies of copyrighted material for a lawful use if only retained temporarily.

However, copyrighted material obtained through electronic media may not be copied and retained without permission of the copyright owner or without complying with the "fair use" requirements.

IX. Use of Copyright-Protected Materials in Distance Education (Reflecting the 2002 TEACH Act)

1. Transmission of content must be made solely for students enrolled in the course, and for a finite amount of time connected to the use of the material for the particular class.
2. Material is not to be further disseminated or reproduced by students in a permanent format.
3. Content selected by instructors must be intended for educational pursuits, not for entertainment or any other purpose. It may not include transmission of textbooks or other materials which are typically purchased or acquired by students.
4. Fair use provisions continue to apply to the transmission of copyright materials for distance education.
5. The College sponsored course management software offerings will include the statement: "Materials used in connection with this course may be subject to copyright protection."

If you have questions about this policy as it relates to Library or Media Center materials, contact the Library Director at 440-646-8184.

If you have any questions about this policy as it relates to computer software, contact the Director of Computer Information Services at 440-449-4471.

If you have questions about this policy as it relates to academic issues, contact the Vice President for Academic Affairs/Academic Dean at 440-646-8107.

If you have questions about this policy as it relates to the Print Shop, contact Facility Services at 440-646-6029.

**NOTICE REGARDING COPYRIGHT LAWS
AND USE OF COLLEGE VIDEO EQUIPMENT AND/OR VIDEO
MATERIALS**

TO THE FACULTY:

The Media Center would like to provide prompt and convenient use of video equipment and video materials for classroom instruction. At the same time, we wish to help you ensure that applicable provisions of the federal copyright law are being followed. Accordingly, please carefully read the following notification concerning the rules governing use of video equipment and/or video materials.

RULES

1. Ursuline College video equipment may be used to show legitimately made pre-recorded video materials as part of regular classroom instruction in a classroom, library, or other room devoted to instruction. Attendance is limited to students enrolled in the course and their instructors. Showing copyrighted video materials in a public room as part of an entertainment or cultural program constitutes a copyright violation, unless a performance license is obtained.
2. Pre-recorded video materials acquired from sources outside Ursuline College (e.g., video rental stores, your own pre-recorded video collection) may be used for classroom instruction.
3. If you intend to show an off-air television broadcast that you recorded at home, it must be shown as part of a face-to-face instructional program by students, instructors or guest lecturers in a classroom or instructional location. The video material may not be copied or altered in any way. The recording must be used within ten (10) school days of the broadcast and must be erased within 45 days of the broadcast, unless written permission is obtained from the copyright holder. Only television programs broadcast free to the public may be off-air recorded.
4. Many video materials are protected by copyright. Any unauthorized copying is prohibited by law.

I understand and agree to abide by the rules above.

Signed: _____

Name: _____

Department: _____

Date: _____

REQUEST FOR PERMISSION TO PHOTOCOPY MATERIALS

Date: _____

Dear Permissions Department:

I request permission to photocopy the following copyrighted materials for use in my classes:

Journal/Book Title: _____

Article or Chapter Title: _____

Author or Editor: _____

Volume No.: _____ Issue No.: _____ Date: _____

Specific Pages/Chapter to be Copied: _____

Number of Copies: _____

For Use In: Class Title: _____ Semester: _____

Year: _____ Ongoing Use

Library Reserve Use: _____ Yes _____ No

In-Class Distribution to Students: _____ Yes _____ No

To be used with other photocopied materials? _____ Yes _____ No

Anticipated date of first use: _____

Thank you for your cooperation. I enclose a self-addressed stamped envelope for your convenience in replying to this request.

Sincerely,

Name: _____ Title: _____

Department: _____ Phone: _____

OWNER'S OR PUBLISHER'S REPLY:

Article/Chapter Title: _____

Permission granted

Permission denied

Name: _____ Title: _____

Conditions or details: _____

Signature: _____ Date: _____

REQUEST FOR PERMISSION TO COPY AUDIOVISUAL MATERIAL

Date: _____

Dear Permissions Department:

I request permission to photocopy the following audiovisual materials for use in my classes:

Title: _____

Producer: _____

Year: _____

Format: _____

Number of Copies: _____

For Use In: Class Title: _____ Semester: _____

Year: _____ Ongoing Use

Library Reserve Use: _____ Yes _____ No

In-Class Distribution to Students: _____ Yes _____ No

To be used with other audiovisual materials? _____ Yes _____ No

Anticipated date of first use: _____

Thank you for your cooperation. I enclose a self-addressed stamped envelope for your convenience in replying to this request.

Sincerely,

Name: _____ Title: _____

Department: _____ Phone: _____

OWNER'S OR PRODUCER'S REPLY:

Title: _____

Permission granted

Permission denied

Name: _____ Title: _____

Conditions or details: _____

Signature: _____ Date: _____

Ralph M. Besse Library
Library Reserve Request
FORM B: Articles

Photocopy of Article

Please print:

Name of Instructor: _____ Phone _____

Dept _____ Course: _____

Material needed on reserve for _____ Fall _____ Spring _____ Summer 20 ____

or Must be available to students by _____

Periodical title _____

Article Title: _____ Author: _____

Volume: _____ Number: _____ Date: _____ Pages: _____

Please check one

- 1 _____ Fair use: This photocopy is being placed on Reserve for the first time and meets fair use standards. I understand that it will be removed from Reserve and returned to me at the end of the semester. *It may not be put on Reserve again under fair use.*
 2 _____ Copyright permission is attached.
 3 _____ Copyright Clearance Center permission: Please obtain permission to place this article on Reserve. Charge fees to _____ dept. I understand that the article may be on reserve while permission is pending, but that it will become my responsibility to obtain permission if the title is not handled by the CCC.

Periodical title _____

Article Title: _____ Author: _____

Volume: _____ Number: _____ Date: _____ Pages: _____

Please check one

- 1 _____ Fair use: This photocopy is being placed on Reserve for the first time and meets fair use standards. I understand that it will be removed from Reserve and returned to me at the end of the semester. *It may not be put on Reserve again under fair use.*
 2 _____ Copyright permission is attached.
 3 _____ Copyright Clearance Center permission: Please obtain permission to place this article on Reserve. Charge fees to _____ dept. I understand that the article may be on reserve while permission is pending, but that it will become my responsibility to obtain permission if the title is not handled by the CCC.

Periodical title _____

Article Title: _____ Author: _____

Volume: _____ Number: _____ Date: _____ Pages: _____

Please check one

- 1 _____ Fair use: This photocopy is being placed on Reserve for the first time and meets fair use standards. I understand that it will be removed from Reserve and returned to me at the end of the semester. *It may not be put on Reserve again under fair use.*
 2 _____ Copyright permission is attached.
 3 _____ Copyright Clearance Center permission: Please obtain permission to place this article on Reserve. Charge fees to _____ dept. I understand that the article may be on reserve while permission is pending, but that it will become my responsibility to obtain permission if the title is not handled by the CCC.

Notice: Warning concerning copyright restrictions

The Copyright Law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Signature of requestor _____ Date _____

Ralph M. Besse Library
Library Reserve Request
FORM C: Book Chapters

Photocopy of Chapters or Excerpts from Books

Please print:

Name of Instructor: _____ Phone _____

Dept _____ Course: _____

Material needed on reserve for _____ Fall _____ Spring _____ Summer 20__
or Must be available to students by _____

Book title: _____ Editor: _____

Chapter title: _____ Author: _____

Place: _____ Publisher: _____ Date: _____ Pages: _____

Please check one

- 1 _____ Fair use: This photocopy is being placed on Reserve for the first time and meets fair use standards. I understand that it will be removed from Reserve and returned to me at the end of the semester. *It may not be put on Reserve again under fair use.*
2 _____ Copyright permission is attached.
3 _____ Copyright Clearance Center permission: Please obtain permission to place this article on Reserve. Charge fees to _____ dept. I understand that the article may be on reserve while permission is pending, but that it will become my responsibility to obtain permission if the title is not handled by the CCC.

Book title: _____ Editor: _____

Chapter title: _____ Author: _____

Place: _____ Publisher: _____ Date: _____ Pages: _____

Please check one

- 1 _____ Fair use: This photocopy is being placed on Reserve for the first time and meets fair use standards. I understand that it will be removed from Reserve and returned to me at the end of the semester. *It may not be put on Reserve again under fair use.*
2 _____ Copyright permission is attached.
3 _____ Copyright Clearance Center permission: Please obtain permission to place this article on Reserve. Charge fees to _____ dept. I understand that the article may be on reserve while permission is pending, but that it will become my responsibility to obtain permission if the title is not handled by the CCC.

Book title: _____ Editor: _____

Chapter title: _____ Author: _____

Place: _____ Publisher: _____ Date: _____ Pages: _____

Please check one

- 1 _____ Fair use: This photocopy is being placed on Reserve for the first time and meets fair use standards. I understand that it will be removed from Reserve and returned to me at the end of the semester. *It may not be put on Reserve again under fair use.*
2 _____ Copyright permission is attached.
3 _____ Copyright Clearance Center permission: Please obtain permission to place this article on Reserve. Charge fees to _____ dept. I understand that the article may be on reserve while permission is pending, but that it will become my responsibility to obtain permission if the title is not handled by the CCC.

Notice: Warning concerning copyright restrictions

The Copyright Law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Signature of requestor _____ Date _____

MT Business Technologies

Ursuline College Print Shop Requisition Form

Attn: Janice Kuchling Ext. 8305

TO BE FILLED OUT BY

PRINT SHOP ONLY

Total Impressions _____

Total Job Cost \$ _____

Department Name _____

Dept. Copy Code # _____

TEST, QUIZ or CONFIDENTIAL JOBS
(if marked, job will be locked up)

Date Submitted ____ / ____ / ____

Due Date ____ / ____ / ____

(PLEASE DO NOT USE ASAP)

Please be Proactive and allow 24 to 48 hours turn around time for jobs to be completed.

Larger jobs such as 1000 or more and jobs that requires collating, binding, cutting, folding, please allow 2 to 4 days to be completed properly.

We asked that everyone adhere to this policy.

We respect your time, please respect ours. Thank You

PAPER STOCK WANTED

- White
- Color _____
- Reg. Bond Paper
- Cover Stock
- Own Paper
- Transparencies
- Other _____

FINISHING

- Collate
- Staple
- 1-Sided Copies
- 2-Sided Copies
- 3-Hole Punch
- Reduce _____%
- Enlarge _____%
- Folding
- Cutting / Size _____
- Spiral Bind
- Tape Bind
- Other _____

Subject Title _____

Number of Copies Needed _____

Number of Originals _____

Original is Single Sided
 Double Sided

COLOR PRINTER
For Color Copies ONLY

Number of Copies _____
Number of Originals _____

PLEASE FILL OUT THE FOLLOWING:

_____ Copyright assurance is not needed because the original is my own product (i.e. flyer, test, handouts, ect.) or the material is not copyrighted (i.e. government document).

_____ Written Permission from the publisher has been obtained (See attached).

_____ Written permission from the copyright owner is not required because the photocopying meets the "Fair Use" requirements set out in the college's Copyright Policy. "Fair Use" requires that the photocopying be brief and spontaneous in that the motivation, decision and need to use this work are so close in time that seeking permission would be unreasonable. This work has not been previously "Fair Use" copied. No more than nine (9) works have been "Fair Use" copied for this course without permission.

Please Print Name _____ Date _____ Ext. _____