

The McGregor Library

Course Reserves

Students

If your faculty member has told you that there are electronic reserve materials for you through the library, here is the link to get you started:

<http://cat.opal-libraries.org/search/p>

Type the last name of your instructor, and find the course. When you get the item you need, you will need to log in using this login formula:

Username = lastname [space] firstname

Barcode = campus code + Antioch ID number

Antioch Midwest has a campus code (prefix) of ANMC; which goes before your 7-digit Datatel number

Example:

Ward Catherine

anmc1234567

Print (physical) reserves are in the library

As you use any of these reserve items, please be aware of our copyright and fair use policies.

Who is Responsible for What?

The Library will:

- Place material on reserve at the request of the instructor for the educational use of students
- Provide course reserves to students and faculty free of charge
- Refuse reserve materials which lack the necessary permission(s) of the copyright holder
- Remove materials from reserves after the class has ended

The instructor will:

- Determine whether reserves materials are in compliance with fair use
- Fill out course reserves request form for hard copy reserves
- Get permission from copyright owners and pay royalties if necessary
- Provide clean photocopies for material to be placed on reserve
- Ensure electronic readings are not used in place of textbooks or course packs
- Ensure electronic readings are only a small amount in proportion to the total amount of readings for the course

Course Reserve Policy

Course Reserves at Antioch University Midwest McGregor Library

Copyright

The McGregor Library makes every effort to observe copyright law while allowing fair use of its material in an educational setting.

What can be used and how

Faculty are encouraged to determine if their use of material falls within the fair use guidelines. There are generally four factors to consider in making this determination:

- The purpose and character of the work. Non-profit educational use, research, and scholarship are a few examples favoring fair use; commercial activity, profiting from the use of the work, and denying credit to the original author would be clear examples opposing fair use.
- The nature of the work. Published, factual or nonfiction is more likely to favor fair use than unpublished work, fiction, or creative work such as art, music, and film.
- The amount of the work. A small quantity of the work favors fair use.
- The effect on the market. If the work has been lawfully purchased or acquired, this will favor fair use; one or few copies made should also be considered. Basically, if the use of the work would replace the sale of a copyrighted work, then that would oppose fair use

A good starting point for issues regarding copyright and fair use can be found at this link from the University of Maryland University College:

<http://www.umuc.edu/library/libhow/copyright.cfm>

Examples of material permitted

Instructor Owned:

- Syllabi
- Class assignments
- Class notes
- Problem sets
- Personal copies of books or videos

Supplementary reading material:

- Any material for which permission has been granted by the publisher or through the **Copyright Clearance Center**
- Single copies or articles, poems, chapters of books or other short readings that meet the fair use best practices described above.
- Any circulating McGregor Library material
- Articles found through the OhioLINK EJC
- Stable link to a Web page (please provide URL)

Examples of material NOT permitted:

- Books obtained through OhioLINK or from another library
- Photocopies of entire or substantial portions of copyrighted works
- “Consumable” publications, such as course packs or standardized tests
- Any material placed on reserve more than one time in a 3 year period without written permission from publisher

OhioLINK

OhioLINK has a specific page for using material from their Electronic Journal Center:

<http://journals.ohiolink.edu/aup.html>

Important links:

[McGregor Library Copyright policy](#)

[Antioch University Copyright Policy](#)

[Stanford University’s explanation of the 4 factors of fair use](#)

[U.S. Copyright Office fair use definition](#)

[Cornell University fair use checklist](#)

[ARL’s Know Your Copy Rights brochure](#)

[Stanford University’s explanation of the TEACH act](#)