

The Antioch University Seattle Library makes every effort to observe copyright law while allowing fair use of its material in an educational setting. The library policy on course reserves is derived from the “fair use” provisions of the United States Copyright Act of 1976.

What Can Be Used and How

We encourage faculty and adjunct faculty to determine whether their materials fall under fair use guidelines. To determine whether a work meets fair use guidelines, there are four factors to consider:

1. **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.
2. **The nature of the work.** Published, factual or nonfiction is more likely to favor fair use than unpublished work, fiction, or creative work such as art, music, and film.
3. **The amount of the work.** A small quantity of the work favors fair use.
4. **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 convenient way to gauge your use is by using the Fair Use Checklist at the Copyright Management Center at Indiana University-Purdue University Indianapolis, <http://www.copyright.iupui.edu/checklist.htm>.

General Information - FAQ

What are Course Reserves?

Course reserves are materials either owned by the library or brought in by faculty for use as supplements to their classes. They are available to the students either on a “library use only basis” or for short periods of time. Reserves may be hard copy or electronic. If electronic, they will be posted to the “Course Readings” folder in the FirstClass course conference under the course name.

Procedures for Faculty/Adjuncts:

Hard Copy Reserves: Faculty/adjuncts are asked to fill out a form, Request for Reserve Materials, when they bring in their reserve items. This allows the faculty to set the checkout period for their students (i.e., library use only, overnight, 2 day checkout, etc.) Please allow a one-week lead time for your reserves.

Electronic Reserves: We encourage faculty and adjunct faculty to link to our licensed electronic databases. You can use articles from the databases in your course reserves, for handouts, etc. within the AUS community. Other options:

- Scan the article, email to library to post in Course Readings folder.
- Request the item from Interlibrary Loan/We Deliver, and email or bring the item to the library to be posted to the Course Readings Folder.

Guidelines for Electronic Reserves:

- Electronic course readings should not be used in place of textbooks or coursepacks.
- Electronic readings should be a small amount in proportion to the total amount of readings for the course.
- The library can scan 10% of a book (based on page count).
- We will scan up to two(2) articles from a journal.
- We will only scan lawfully obtained copies of books or journal articles.
- **AUS Library reserves the right to refuse to make available any material which we feel is in violation of U.S. copyright law.**

What Can Be Placed on Reserve (Hard Copy):

- Books
- Book chapters
- Journal articles (photocopied)
- Journals
- Videos, DVDs, other media

Faculty may place their own items on reserve, or they may request a book or other item from Antioch's library to be placed on reserve.

What if You Want to Use the Same Journal Articles or Book Chapters Next Quarter?

Your best option is putting the articles into a course reader. Course readers are ideal for:

- Long readings
- Many articles
- Book chapters
- Repeated use of non-licensed, copyrighted materials
- Articles that are not available through our electronic databases

You can also contact the copyright holder directly for permission to use the material. In addition, you can put the entire issue of the journal in which the article is published on reserve, or the book itself if the reading is a chapter from a book. ****Note:** There is no limit on the number of books or journals that may be placed on reserve. **The library cannot place course readers on reserve, nor can we scan and post articles from a course reader.**

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.
- Place a copyright notice on photocopied works.
- Refuse reserve materials which lack the necessary permission(s) of the copyright holder.
- Consider purchasing material that is placed on reserve if possible.
- Remove materials from reserves after the class has ended.
- Post articles to course readings folder as requested.

The instructor will:

- Determine whether reserves materials are in compliance with fair use. (see **What Can be Used and How** above).
- 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.
- Scan items and email to the library (when possible) so that the library can post to the appropriate course readings folder.