

Northeast Lakeview College Library Course Reserve

COPYRIGHT GUIDANCE: Northeast Lakeview College Library adheres to the Copyright Law of the United States of America (Title 17, United States Code) (www.loc.gov/copyright/title17) and policies governing intellectual property and copyright C.8 & E.1.7.

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 in the law, libraries are authorized to furnish a photocopy or other reproduction. One of the conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a reserve item is used for purposes in excess of what constitutes "fair use", the user may be liable for copyright infringement. Fair use is the right to use copyrighted material for limited purposes and without authorization of the author.

Keep Materials until: End of Semester Other

Instructor Name: _____

Email: _____

Course Name & Number: _____

Item Type: (Check one. For Other, please specify the item type.)

Book

DVD/Blu-ray

Other: _____

Loan Period: (circle one)

4-hour

3-day

7-day

Item Ownership: (circle one)

NLC Library

Personal

- Textbooks must be a student version only. (No instructor edition.)
- Tags & stickers may be affixed to the item and may not be removeable without damages.
- Materials must be picked up by owner.

Item Description:

Title: _____

Author(s): _____

Edition/Year: _____

Special Instructions:

Instructor's Signature:

X _____

Date _____

For Library Staff Use Only

Barcode: _____

Date Added: _____

Call Number: _____

Date Removed: _____

Notes:

Course Reserves Rules for Students

Course Reserves are items (textbooks, books, DVDs, articles, etc.) that instructors leave at the library for students to check out.

Instructors decide which materials to add to their courses. These might be a personal copy or an item from the library's collection. Search the [Online Catalog - Course Reserves](#) by either course name or instructor to check which items are available.

Loans are either 4-hour, 3-day, or 7-day check out periods. All materials must be returned to the circulation desk no later than 15 minutes before closing.

A book scanner and photocopier are available for your use.

Keeping materials longer than the loan period may result in penalties including suspension of borrowing privileges and student holds.

COPYRIGHT PERMISSION – EXAMPLES FOR INSTRUCTORS

1. Examples of reserve items that **MUST HAVE** copyright permission:
 - a. Multiple articles from one magazine, journal, or newspaper issue on reserve for one or more semesters.
 - b. Multiple Chapters from a book on reserve for one or more semesters.
 - c. Student papers.

2. Examples of reserve items that **DO NOT REQUIRE** copyright permission:
 - a. Books, videotapes, dvd's, cd's
 - b. A magazine, journal, or newspaper article on reserve for **ONE SEMESTER ONLY.**
 - c. A book chapter on reserve for **ONE SEMESTER ONLY.**
 - d. Government publications.
 - e. Class syllabi.
 - f. Lecture notes.
 - g. Homework assignments/solutions.
 - h. Sample tests.