Adrian College – Shipman Library

Reserve Request for Photocopied / Duplicated Materials

Adrian College acknowledges and encourages the appropriate use (i.e., reproduction, distribution, performance and display) of copyrighted works for teaching, scholarship and research purposes consistent with federal copyright law and the standards of fair use.

What can be copied?
- One chapter from a book.
- One article from a single issue of a journal.
- An individual essay, short story or play of less than 2500 words.
- An excerpt from a longer essay, short story or play which is the lesser of 1000 words or 10% of the work. In any event a minimum of 500 words is allowed.
- Your own personal material (class notes, old tests, etc.)
- Material in the public domain.

Rules:

1. Copyrighted material can only be used ONCE under fair use. Subsequent use requires the copyright holder’s permission. See David Cruse for help in acquiring permissions.

2. You cannot copy material to create anthologies that will be sold to students (aka coursepacks) without permission from the copyright holders. Coursepacks that will not be sold must comply with the guidelines above and rules one and three.

3. All photocopies MUST include a complete citation, including the copyright statement, clearly visible on the first page. The copyright statement will appear on either the first page of an article or near the title page of a book or journal. If this information does not appear on the first page you have copied, please including it in writing.

Example:

Instructor_________________________ Phone_________________________
Course name_________________________ # of students____________________
Course number_________________________
Semester: Fall_____ Spring_____ Summer_____ Year_____________________
Loan period: 3 hour in-library (recommended)______
overnight______ 3 day______ 14 day______

The photocopies I am submitting for reserve fall within the guidelines listed above and I have complied with rules one through three. I take full responsibility for the copying and distribution of these materials.

Signature_________________________ Date____________________