APPENDIX C:
COPYRIGHT GUIDELINES SUMMARY

Books

Only one (1) chapter from a book may be placed on Reserve unless the instructor received the copyright holder’s written permission and acknowledged receipt when submitting materials to reserve. This applies to edited collections of readings and essays, because each reading is considered a chapter.

Journals and Newspapers

Only one (1) article from a single issue of a journal may be placed on Reserve unless the instructor received the copyright holder’s written permission and acknowledged receipt when submitting materials to reserve. Newspapers are treated the same as journals.

US Government Publications

Most government publications are in the public domain (i.e., they are not copyrighted), allowing unlimited use and reproduction.

Course Packs

Up to 2 copies of an authorized course pack may be placed on reserve. The course pack must be for the current semester only and produced under the guidelines of current copyright law.