

LISTENING LAB POLICY

The Library Listening Lab houses the majority of the University's musical albums, tapes, and audio CDs. In addition to providing the University community with a laboratory environment in which to listen to these media, it also circulates musical tapes, albums, and CDs.

1. Staffing and Hours of Operation:

Access to the Listening Lab is available during regular library hours.

2. Equipment:

A. The Listening Lab houses turntables, cassette players, cassette recorders, and CD players for inhouse use by library patrons.

B. Every effort will be made to provide patrons with equipment in good condition. Patrons will be responsible for repair or replacement of any equipment or parts damaged or destroyed during usage.

C. The Listening Lab has installed ZoomText software on four computers for use by vision impaired patrons. The use of ZoomText requires checkout of a USB flash drive for use only in the Listening Lab. The device can be checked out for a three-hour period, and may be renewed if no one else is waiting to use ZoomText. The flash drive, and its accompanying software, are available for use by the general public, as well as JSU-affiliated patrons, when Listening Lab staff are available. Checkout of the flash drive requires a photo identification card, such as a JSU ID, driver's license or other form of identification. Non-JSU-affiliated patrons are required to sign a log and have their ID held during checkout. JSU students who need further assistance with ZoomText will be referred to Disability Support Services.

3. Listening Assignments:

A. Faculty may place records, cassettes, CDs, tests, and worksheets on reserve in the Listening Lab for inhouse use by their students.

B. Students listening to assignments have priority for usage of equipment.

C. When equipment is not in use for class assignments, any patron can use the stereo equipment to listen to library material or their own personal material.

4. Circulation:

A. Students, faculty, administrative staff, and staff, are allowed to check out albums, tapes, and CDs for 7 days. Items may be renewed.

B. Any items checked out more than one week are subject to recall if another patron requests the recording.

C. Sound recordings in the circulating record collection will circulate to all eligible patrons.

5. Copying:

The Listening Lab adheres to the copyright laws of the United States. Library personnel will NOT make copies of recordings.

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 specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy/reproduction is NOT TO BE "USED FOR ANY PURPOSES OTHER THAN PRIVATE STUDY, SCHOLARSHIP, or RESEARCH." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement.

Guidelines for Educational Uses of Music [Music Library Association]

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of HR 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future, and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

A. Permissible Uses

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.

3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.

B. Prohibitions

1. Copying to create or replace or substitute for anthologies, compilations or collective works.
2. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.
3. Copying for the purpose of performance, except as in A(1) above.
4. Copying for the purpose of substituting for the purchase of music, except as in A (1) and A(2) above.
5. Copying without inclusion of the copyright notice which appears on the printed copy