

For Blackboard Use:

- * apply the same guidelines;
- * set files to display only during relevant teaching periods and prior to exams;
- * block course material from guest access (which is the Blackboard default).
- * Include a copyright statement and source information for each item that is **NOT** your own work.

Sample statement:

WARNING

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.

The photocopy or reproduction is not to be “used for any purpose other than private study, scholarship or research.”

If a user later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

Quick Tips:

- * Creating anthologies or compilations (whether text, image, or video, in print or digital) without permission is prohibited.
- * A single copy for **ONE** time use does not refer to “one time every semester for 20 years” but to one time ever.
- * Any copyright notice on the original must be included on the copy as well as source information.
- * Include a copyright statement and source information for any item, no matter what format, that is **NOT** your own work.
- * Linking to internet resources is okay; copying them requires permission.
- * Keep on file copies of all copyright permissions.

For additional information contact the following:

Sharon Goad
X6197

For general questions about copyright guidelines and library procedures.

Gerry Randall
X6192

For assistance with library reserves and obtaining copyright permission regardless of format.

Brian Burns
X6293

For assistance with media reserves.

Chandra Gigliotti-Guridi
X6194

For assistance with Blackboard.

Copyright Guidelines For Classroom and Library Reserve Use



Hampden-Sydney College Library
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Copyright Guidelines

The following guidelines are the Library's interpretations of the Copyright Law of the United States (Title 17, United States Code) and of the Limitations on Exclusive Rights: Fair Use as set forth in federal law. The library reserves the right to refuse service if, in its judgment, providing that service would involve violations of copyright law.

Materials for classroom use must meet the tests of brevity, spontaneity, and cumulative effect. Library reserve material may require copyright permission.

For more information on copyright visit: U.S. Copyright Office (<http://www.copyright.gov/title17/92chap1.html>), University of Texas System (<http://www.utsystem.edu/ogc/Intellectualproperty/cprtindx.htm#top>), and Stanford Libraries (<http://fairuse.stanford.edu/>).

Format*	Guidelines
Books and Periodicals	<p>A single copy for one time use may be made of:</p> <ul style="list-style-type: none"> A single chapter from a book; One article from a periodical, journal, or newspaper issue; One short story, short essay, or short poem from a collective work; One chart, graph, diagram, drawing, cartoon or picture from a periodical, journal, or newspaper issue. <p>Creating anthologies or compilations is prohibited.</p> <p>Any copyright notice on the original must be included in the copy, along with source information.</p>
Video Recordings	<p>Copying or converting video recording is prohibited.</p> <p>May be used by faculty or students in the classroom for teaching purposes;</p> <p>May NOT, in entirety, be used for lectures/programs outside the classroom (public performance). A short excerpt may be used.</p>
Musical and Non-Musical Sound Recordings	<p>Creating anthologies or compilations is prohibited although recording brief excerpts is considered fair use.</p> <p>A single copy MAY be made if the original recording is owned by the college and if the copy's sole purpose is for aural instruction, exercises, or examinations.</p> <p>A copy may NOT be made unless library currently owns the item, its copy is a lost, damaged, deteriorating, or stolen, its copy is in a format that is obsolete, or a replacement copy cannot be purchased.</p>
Images	<p>Creating visual anthologies or compilations is prohibited.</p> <p>Linking to online images does not require copyright permission.</p> <p>Making a copy of an online or print images does require copyright permission.</p>
Music Score	<p>Entire works may only be photocopied for performances, and only in emergency situations.</p> <p>Emergency copies must be replaced with purchased originals, if available.</p> <p>Performable units (arias, sections, movements, etc.) may only be photocopied if there is no item available for purchase.</p> <p>Any copyright notice must be included in the copy, along with source information.</p>
Other	<p>When in doubt, seek copyright permission.</p> <p>Check for copyright statements and policies in printed materials and on websites.</p> <p>Include citation information for print and non-print materials.</p> <p>Keep on file copies of all copyright permissions.</p>

*** Applies to hardcopy and internet resources.**