



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

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General Statement on Copyright:

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Guidelines & Resources for Faculty and Students		
Fair Use	Reserves	Atlanta University Center Resources
Unacceptable Use	Course Management	General Copyright Resources

Fair Use:

Faculty, staff, and students may, on occasion, have the need to reproduce copyrighted works in print or digital form. Section 107 of the U.S. Code on copyright (**17USC107**, <http://www.copyright.gov/title17/92chap1.html#107>) addresses the fair use of materials and provides for limited copying and reproduction of copyrighted resources for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. Four factors help determine fair use:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. and the effect of the use upon the potential market for or value of the copyrighted work

Unacceptable Use:

It is unacceptable to use the Library's computers, the Internet, and electronic and print resources in a manner which violates copyright law. Violations will result in suspension of library privileges. Unacceptable use includes but is not limited to:

- Unauthorized downloading, uploading or file sharing of copyrighted material, such as music, video files, or other copyrighted works
- Purposes that are illegal, unethical, harmful, or fraudulent
- Purposes that violate fair use
- Use resources for commercial purposes

General Reserve Guidelines:

The following guidelines will assist faculty when submitting materials for electronic and/or print reserves. Please note that in some instances such as use for print or electronic reserves, permission may need to be obtained prior to posting

Electronic reserve materials:

- All materials placed on e-reserve must have a full bibliographic citation. Items without this information will not be placed on e-reserve. Only original or licensed copies of works may be placed on electronic reserve.
- Copyright permissions may need to be obtained prior to posting content. Reposting of the same material for use in a subsequent semester requires a new permission.
- One article per journal issue may be scanned and placed on e-reserve
- No more than one chapter or less than 20% of a book may be placed on e-reserve.
- For electronic journals subscribed to by the Robert W. Woodruff Library, we can generally create an e-reserves link to any number of articles. * *Unless our license with the vendor specifically prohibits this.
- Materials owned by the Robert W. Woodruff Library may be posted for one semester without obtaining copyright.
- Coursepacks are not eligible for electronic reserve.
- Publications in which the faculty member is the sole owner of copyright may be posted for e-reserve.
- RWWL will assist in obtaining copyright clearance.

Print Reserves

- All materials placed on course reserve must have a full bibliographic citation.

- Materials owned by the Robert W. Woodruff Library may be placed on course reserve for one semester without obtaining copyright.
- Copyright permissions may need to be obtained prior to posting content that RWWL does not own.
- Reposting of the same material for use in a subsequent semester requires a new permission.
- For photocopied material, no more than one copy of a chapter or less than 20% of a book, or one copy of an article per journal issue may be placed on reserve without seeking copyright permission
- If additional articles or chapters are needed and RWWL owns the journal or book, the entire issue or book may be placed on reserve.
- Publications in which the faculty member is the sole owner of copyright may be posted for course reserve.

Course Management Systems

A faculty member's use of course management systems such as Blackboard/WebCT or Moodle to deliver curriculum resources to students yield copyright issues similar to those of placing resources on an electronic reserve system. Fair use in posting of articles and chapters still applies. In addition, permission to post copyrighted materials in course management systems, including student papers, may need to be obtained in advance of posting. Atlanta University Center faculty members should consult their institution's copyright policies on for posting content on a course management system prior to uploading content.

Atlanta University Center Campus Resources

- Clark Atlanta University Information Technology and Communications Policy and Procedures for Faculty, Staff and Students
<http://www.cau.edu/OITC/OITCCComputerPolicy.pdf>
- Interdenominational Theological Center http://www.itc.edu/digitaldocs/2005-08_Catalog.pdf
- Morehouse College Information Services
<http://www.morehouse.edu/dept/infoservices/index.html>
- Spelman College Technology Guidelines
<http://www.spelman.edu/students/tech/pdf/guidelines2.pdf>

Other Copyright Resources

These websites are provided for informational purposes only and should not be considered endorsements of one resource over another.

- Association of Research Libraries, Public Policies, Copyright & Intellectual Property Policies <http://www.arl.org/pp/ppcopyright/index.shtml>
- CampusDownloading <http://www.campusdownloading.com/index.htm>
- Columbia University Libraries / Information Services Copyright Advisory Office
<http://www.copyright.columbia.edu/>
- The Copyright Clearance Center <http://www.copyright.com/>

- Education <http://www.lib.ncsu.edu/scc/legislative/teachkit/>
- EducauseConnect http://connect.educause.edu/term_view/Intellectual%2BProperty
- Recording Industry Association America's (RIAA) List of Legal Music Sites http://www.riaa.com/toolsforparents.php?content_selector=legal_music_sites
- The TEACH Act Toolkit: <http://www.provost.ncsu.edu/copyright/toolkit/>
- The United States Copyright Office <http://www.copyright.gov/>