I. Overview

The mission of the Armacost Library at University of Redlands is to support the teaching, research and learning goals of its University constituency by providing access to information resources in various formats and by promoting lifelong learning skills to identify, find, evaluate, use and communicate information that reflects a commitment to academic rigor and an understanding of our world. It is our policy to meet this mission within the spirit and letter of the Copyright Law of the United States (Title 17, U.S. Code, Section 101-122).

The sections below address copyright policy in the context of Library services only. It is the responsibility of faculty and students to understand the law on copyright as it applies to academic purposes. The Association of Research Libraries maintains an informative web site with Resources for Teaching Faculty. Please contact a librarian for further assistance.

II. Course Reserves

A. General

Fair Use (section 107 of U.S. Copyright Law) stipulates under certain circumstances the use of copyrighted materials without obtaining permission from the copyright holder. Fair Use guidelines are implemented throughout the course reserves process, regardless of whether the materials are print or electronic. When materials do not fall under Fair Use guidelines, copyright permission must be acquired.

Print or electronic course reserves for which copyright permission need not be obtained:

- Government publications
- A single article from an issue of a print journal or periodical (includes library subscriptions and interlibrary loan materials)
- A single chapter from a printed book (includes titles in the library collection, interlibrary loan materials, or the instructor's own copy)
- A short story, short essay, or short poem from a collection
- Lecture notes, class assignments, or other original material generated by a student or faculty member if accompanied by a signed "Stipulations Regarding Copying" form (available at the Circulation Desk)
- In general, the amount of material should be no more than 10% of the work

Print or electronic course reserves for which copyright permission should be acquired:

- Multiple articles from one print journal issue
- More than five articles from one print journal in the last five years
- An article needed by a professor for more than one semester
- Multiple chapters of a printed book
- Material is used in a course with multiple sections taught by many instructors

B. Print

If the library or faculty member owns the item to be put on reserve, copyright need not be obtained unless multiple copies are required. All photocopied materials are stamped with a notice of copyright.
C. Electronic Collections

Usage of articles in the library's databases, or other electronic resources, is governed by license agreements. A license may supersede Fair Use guidelines. Please contact a librarian to assist in determining what is allowed under a particular license.

D. Media: Audio & Video

Instructors may place audio and visual materials on reserve for students to listen to or view in the library. These may include library owned materials and personal items. All reserve items are entered into the Armacost Library Catalog and are searchable either by instructor's name or course name and number.

Please see Faculty Resources for more information on Course Reserves.

a. Audio

Library owned albums, cds, and audiocassettes may be placed on reserve for a course. Legally obtained personal copies may also be placed on reserve. In the interest of complying with fair use and copyright laws, copies of recordings made without permissions and off-air recordings may not be placed on reserve in the Library.

b. Video/DVD

Library owned DVDs, laserdiscs, and videos may be placed on reserve for a course. Legally obtained personal copies may also be placed on reserve. In the interest of complying with fair use and copyright laws, copies of recordings made without permissions and off-air recordings may not be placed on reserve in the Library.

c. Internet

Licenses governing use of library databases, electronic journals and other digital resources may follow fair use or may have more or less liberal use restrictions. Be aware that the terms of a license will generally prevail over copyright law. By making use of licensed material, you have inherently agreed to its license terms, even if those terms limit fair use rights. Please contact a librarian to determine what uses are permissible under each license.

*We currently do not have the IT framework to provide electronic course reserves (e-reserves) of audio and video material.

E. Disposition of Electronic Reserve Materials

At the end of each academic term, all copyrighted material available as an electronic reserve item will be destroyed unless permission for repeat use has been obtained from the copyright owner.

III. Interlibrary Loan Materials

A. Items sent to other libraries

- A notice of copyright restriction is attached to any article copied for Interlibrary Loan services.
- Written permission must be obtained from the owner of unpublished dissertations and theses for making copies.

B. Items acquired

- Notices of copyright restriction are attached to all materials provided to the community via Interlibrary Loan services.

IV. Self-service Copying / Handouts

A sign that states copyright restrictions is placed on or near any photocopy machine available for public use.

V. Course Management System

In some cases linking to an article in Blackboard from the Library's subscription-based electronic databases, journals, and other digital resources may be allowable. However, be aware that the terms of a license will generally prevail over copyright law. By making use of licensed material, you have inherently agreed to its license terms, even if those terms limit fair use rights. Please contact a librarian to determine what uses are permissible under each license.