

**Tennessee Wesleyan College
Merner Pfeiffer Library
Faculty Reserve Guidelines**

These guidelines will assist you in placing items “On Reserve” for easy access and in fulfillment of obligations for the use of copyright-protected works.

How you can place items on Reserve:

- Fill out a reserve request form, available at the library.
- Provide a clean, legible copy.
- Provide complete citation: Author, Title, Source, Date, Number of Pages
- For a book chapter, provide a copy of the title page and verso.
- Indicate whether the material is to be accessed electronically, in print, or both.
- Allow one week for processing, more if copyright permission is requested.
- You must agree to comply with copyright laws.

What materials are suitable for E-Reserve?

- Single articles from journals
- Single chapters from books
- A small part of the required materials for the course

What materials are suitable for being placed on physical reserve?

- Anything suitable for E-Reserve can also be placed on physical reserve.
- You may also put on physical reserve those materials in formats that are not currently supported by our E-Reserve system: Audiotapes, Books, Compact Discs, Videotapes, DVDs.
- You will be notified by e-mail when your reserve materials are available through the library catalog.

All reserve materials will be returned to the instructor at the end of each semester, in compliance with copyright law.

What materials will require copyright clearance?

- An article or chapter from a journal or book that is not owned by the library or the faculty member may require copyright clearance.
- Materials that are used more than once by the same instructor for the same class will require copyright clearance.
- Items used as assigned reading for a course taught in multiple sections by more than one instructor will require copyright clearance.
- For collections of essays or articles, each part is regarded as one chapter when considering photocopying or scanning.

For More Information contact the library: Phone 423-746-5250 E-mail Library@twcnet.edu
Use of reserved materials is limited to TWC Faculty, Staff, and Students.

Section 106: Exclusive rights of creators

- To reproduce their works
- To modify them
- To distribute them
- To perform them in public
- To display them in public

Section 107: Fair use allows

- Reproduction of copyrighted works *only* when the following four Fair Use Factors are considered:
- Purpose or character of use: **allowed**—non-profit, educational, personal use; **not allowed**--commercial profit
- Nature of original work: **allowed**—factual, published works; **not allowed**—creative, unpublished works
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole: **allowed**—small amount of the work, small part of required reading for class; **not allowed**—large part
- Effect of use upon the potential market: **not allowed**—if use will harm the market for the work – or the value of the work – after that portion has been used

Section 108: Libraries – as extensions of classrooms – are granted use otherwise limited to creators

- May make reproductions for students
- Must limit access to class and instructor only
- Students may make one copy (i.e. print, download, printout, or photocopy) for personal reading, research, and education. Any other use, without the permission of the copyright holder, is illegal.
- For more detailed information concerning U. S. Copyright Law, you may consult the following web sites:

U. S. Copyright Office

<http://lcweb.loc.gov/copyright/>

Cornell's Legal Information Institute

<http://www4.law.cornell.edu/uscode/17/index.html> (Text of copyright law)

Copyright Clearance Center, Inc.

<http://www.copyright.com/> (How to obtain clearance, sample letters)