
COPYRIGHT LAW AND COURSE RESERVES

GUIDELINES FOR LPTS FACULTY AND STAFF

LPTS is committed to compliance with U.S. copyright law, but understanding how to apply the law in relation to course reserve readings is not always easy. The guidelines presented here are offered to help LPTS faculty and library staff comply with the law.

If you want to post a reading on CAMS or make print copies beyond one copy for personal use—to distribute in class, for example—you must secure permission. The Seminary’s annual contract with the Copyright Clearance Center makes this very simple in most cases. Here are the steps to follow:

- Check whether permission is granted under the Annual Copyright License (ACL) of the Copyright Clearance Center. If so, no further action is required.
- If permission is not granted under the Annual Copyright License, the Copyright Clearance Center (CCC) can arrange single-use permission from some publishers for a fee.
- If the publisher is not currently working with the CCC, you may need to seek permission directly through the **publisher**, though the CCC can also sometimes do this for you for a fee.
- In all cases, check the appropriate box on the revised E-Reserve Request form to let library staff know by which method you secured copyright permission.

NOTE: For classroom handouts containing material under copyright, you do not need to notify the library, but permission must still be secured.

Without permission of the copyright holder, you may—for a single school term—create copies for classroom use, post a password-protected electronic copy, or put on library reserve a print copy of:

- One article from the same *issue* of a journal
- Up to three articles, stories, or essays from the same *volume* of a journal or the same multi-author work
- One article, one story, one essay, or two excerpts from the same author
- Up to approximately 10% of a monograph
- One illustration from an individual publication

Permission of the copyright holder must be obtained to:

- Post more than the limited portions of a work noted above (even for one term)
- Place the same material on reserve for more than one (consecutive or non-consecutive) term
- Copy works that are considered “consumables” (workbooks, exercises, standardized tests, test booklets, answer sheets, etc.)

It is important to note that:

- Although the author of a work is sometimes the copyright holder, republication and reuse permissions may have been assigned to the publisher. The publisher will let you know if permission directly from the author is required.
- Copyright for *illustrations* in a text may be held by someone other than the author or the publisher. The publisher will let you know if permission directly from the illustrator is required.

Regarding whole books (or substantial portions):

If students in a particular course need privileged access to whole books during the term, faculty should ask library staff to place the work(s) on reserve at the circulation desk and should suggest an appropriate loan period (e.g., 2-hour, 1-day, 3-day). *Photocopy or electronic reserve is not an option for whole (or substantial portions of) books* without written permission of the copyright holder (note the “10% rule” and other guidelines above).