COPYRIGHT POLICY AND GUIDELINES FOR MCW LIBRARIES

PRINT RESERVE POLICY FOR IN-CLASSROOM COURSES
Medical College of Wisconsin Libraries

A faculty member may request photocopies from a copyrighted work, or works, be placed on reserve if all elements of the guidelines listed below have been met. Reserve works are considered an extension of the classroom, and therefore, some of the guidelines for classroom copying as found in the Copyright Act of 1976, Section 103 of HR. 2223 apply or have been amended. Medical College of Wisconsin Libraries believes this policy is in keeping with our mission to be facilitators in the educational process while remaining in the “safe harbor” of U.S. copyright law. Medical College of Wisconsin Libraries will place requested material on reserve based on the following conditions.

1. MCW Libraries will place a notice of copyright on each reserve work displayed for the course.

2. Each item placed on reserve will be from a source subscribed to, or purchased by MCW Libraries, the instructor, the requesting department, or any other area from within the Medical College of Wisconsin.

3. Permission from the publisher will be required if the item is from a work not available from any lawfully obtained source at the Medical College of Wisconsin (see #2). The permission seeking process and any costs, including royalty fees, will be the responsibility of the department or course instructor and not MCW Libraries. The permission letter(s), signed and dated by all parties, must be forwarded to MCW Libraries for record keeping before any items will be placed on reserve. A sample permission letter can be supplied by the library.

4. MCW Libraries will place up to 9 articles/book chapters or 1/3 of the total required works for any course, if they should exceed 9, on reserve. These additional guidelines will apply to those works:
   - no more than one of the works will be by the same author or editor
   - no more than three of the works will be from the same volume of a periodical or any other work
   - no more than 4 copies of the same work will be put on reserve (4 copies per one article)
   - only 1 copy of a work from a non-MCW source will be placed on reserve
   - all works requested for reserve must be provided by the department 24 hours in advance of need

5. For items requested that do not fall within the guidelines found in policy #4, permission to reproduce from the publisher will be necessary. The permission seeking process and any costs, including royalty fees, will be the responsibility of the department or course instructor and not MCW Libraries. The permission letter(s), signed and dated by all parties, must be forwarded to MCW Libraries for record keeping before any items will be placed on reserve.

6. Identical materials will not be placed on reserve in consecutive semesters without permission from the publisher. (i.e. First semester reserve items cannot also be placed for the following semester, usually 5 months long). If no permission letter is received prior to the consecutive semester all items will be sent back to the department.

7. There will be no fees charged to students beyond the cost of copying each article. Students can make one copy of each article for their own use as it applies to the course as covered by the fair use laws.

8. The course instructor will sign the MCW Libraries Reserves Agreement Form before items will be placed on reserve.

These policies were based on the American Libraries Association Model & have been approved by MCW General Counsel MCW Libraries/August 2000/Final/jcg; revised May 2002/kh