COPYRIGHT POLICY AND GUIDELINES FOR MCW LIBRARIES

ELECTRONIC RESERVE FOR IN-CLASSROOM COURSES
Medical College of Wisconsin Libraries

A faculty member may request photocopies from a copyrighted work, or works, be placed on electronic 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 an institutional server based on the following conditions.

1. MCW Libraries will place a notice of copyright with each electronic 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.

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 electronic 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

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. All electronic reserve items will be password protected. Only students and instructors of that course will have access to the works. The library web master will also have access for technical assistance.

7. 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.) MCW Libraries will remove works from the server within 30 days from the end of the semester. Previous reserve material will not be electronically stored.

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

9. The instructor will forward the appropriate course material to MCW Libraries 30 days prior to the day the material is needed for the course to allow time for preparation and scanning. Posting dates for items submitted with less than 30 days notice cannot be guaranteed.

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

The policies were based on the American Libraries Association Model & have been approved by MCW Office of General Counsel
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