COPYRIGHT GUIDELINES AND POLICIES FOR MCW LIBRARIES

AUDIOVISUAL MATERIALS
Medical College of Wisconsin Libraries

MCW Libraries owns both commercial and College-produced audiovisual materials (videotapes, audiotapes, slides, models and equipment for viewing/hearing AV materials). Some variations in the provisions below may be applicable in the case of College-owned materials.

1. MCW Libraries AV materials are provided for educational purposes for use by individuals. MCW Libraries will not knowingly loan AV materials to groups for public performances. MCW Libraries will loan AV materials to patrons or play them for the patron for their personal use.

2. Classroom use of a copyrighted video is permissible only when all of the following conditions are met:
   - Attendees must be instructors or pupils.
   - The performance is in connection with face-to-face teaching activities.
   - The entire audience is involved in the teaching activity.
   - The entire audience is in the same room or same general area.
   - The teaching activities are conducted by a non-profit education institution.
   - The performance takes place in a classroom or similar place devoted to instruction.
   - The person responsible for the performance has no reason to believe that the videotape was unlawfully made.

3. MCW Libraries makes duplicates only of MCW lecture audiotapes and certain other MCW-produced audiotapes.

4. Library staff will place a notice of copyright on all AV equipment.

Many audiovisual materials are protected by copyright. Title 17, U.S. Code, Sec. 101. Unauthorized copying may be prohibited by law.

5. Permission letters from the copyright holder must accompany slides made from other materials.

6. MCW Libraries will not knowingly loan AV materials for purposes of unlicensed duplication.

The policies above were based on the American Library Association Model Policies (LARC Fact Sheet #7) and have been approved by MCW General Counsel
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