COPYRIGHT POLICY AND GUIDELINES FOR MCW LIBRARIES

MORNING REPORT
Medical College of Wisconsin Libraries

Two sections of the Copyright Revision Act of 1976 are most relevant to libraries. Section 107 outlines "fair use" and Section 108 addresses the "reproduction and distribution" of copyrighted materials by libraries and archives. MCW Libraries views Morning Report as a classroom setting and the librarian as an educational instructor. Morning report includes attendance of a librarian at hospital department clinical conferences to discuss patient care. Therefore, the guidelines for multiple classroom copy are applied. The guidelines embody three standards: brevity, spontaneity and cumulative effect. As a result, MCW Libraries believes the following 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.

1. MCW Libraries will provide, at most, only one copy of an article for each attendee of Morning Report. Multiple copies of an article will not be made for an individual. If that individual uses their copy in excess of Sections 107 or 108, they (that individual) will be held liable for copyright infringement.

2. MCW Libraries reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve any copyright infringement.

3. The first page of every photocopied item will include a statement of copyright notice. (NOTICE: This material may be protected by copyright law (Title 17, U.S. Code) [Section 108(a)]

4. No fees beyond the actual cost of the copying will be passed on to patrons for this service as there should be no direct or indirect commercial advantage for MCW Libraries according to Section 108 of copyright law.

5. MCW Libraries will not archive any material used for Morning Report.

6. MCW Libraries will educate departments for which Morning Report is provided on compliance and other issues pertaining to copyright law.

These policies were based on the American Libraries Association Model Policy & have been approved by MCW General Counsel
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