



### Instructions for submitting reserve items:

1. All reserve courses require a signed reserve form.
2. Complete and sign reserve form(s) listing citations for each **individual** item you wish to place on reserve for a course.
  - o *Full citations are needed for copyright compliance*
3. Bring Pratt books and personal books to the circulation desk along with your reserve form for placement on reserve.
  - o **Brooklyn and Manhattan Campus:** Reserve staff can also pull Pratt books from our stacks
4. For articles and book chapters, please provide clean, white, single-sided, 8½ x 11 inch collated and unstapled photocopies along with the completed reserve form.
  - o You can also email articles as attachments as long as full citations are included in the body of the email and a signed reserve form is also submitted.
  - o **Brooklyn Campus:** For articles from the Pratt Library Brooklyn campus' bound journals and/or chapters from books which cannot leave the Library, reserve staff will make the photocopies (as long as their full citations are provided)
  - o **Manhattan Campus:** authorized individuals may remove materials from the library to make photocopies

### Other information:

1. Personal books will be marked and bar-coded for use with the Library's circulation system.
2. The Libraries cannot assume liability for personal copies, which may be damaged or stolen.
3. All reserve items will be removed at the end of the current semester
4. Instructors are responsible for retrieving their personal copies from the library in a timely manner. (Please circle on reserve form what you would like done with your personal copies at the end of the semester).

### Copyright Law

Instructors are responsible for copyright compliance. Instructors must obtain copyright permissions for items that do not fall under Fair Use before they are placed on reserve. The library policy on reserve readings is derived from the fair use provisions of the United States Copyright Act of 1976.

*Section 107 of the Copyright Act expressly permits the making of multiple copies for classroom use:*

*Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work ... for purposes such as criticism, comment, news reporting, teaching ... scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered...include:*

1. *The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes*
2. *The nature of the copyrighted work*
3. *The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and*
4. *The effect of the use upon the potential market for or value of the copyrighted work.*

### Copyright Guidelines Summary

1. **Books:** Either the entire physical book or photocopies of only one (1) chapter and/or less than 10% of a book may be placed on reserve unless the instructor received the copyright holder's written permission prior to submitting materials to Reserve. This applies to edited collections of readings and essays because each reading is considered a chapter.
2. **Journals:** only one (1) article from an issue of one journal may be placed on reserve unless the instructor received the copyright holder's written permission before submitting materials to Reserve.
3. **US Government Publications:** Most government publications are in the public domain, i.e., they are not copyrighted, allowing unlimited use and reproduction.
4. **Consumables:** These materials are not appropriate for reserve. Consumables include workbooks, exercises, standardized tests and test booklets, answer sheets, etc.
5. **Course packs:** Course packs will not be placed on Reserve. The reason being that one of the tenets of fair use is that such use not affect market value. Course packs by their very nature affect market value because users do not buy the individual items but the course packet itself.
6. **Student Papers:** are covered by copyright. To put a student's paper on reserve they will need to fill out the copyright permission form (available at the circulation desks) and attach it to the paper.

### When is Copyright Permission required for reserve items

1. When an article from a journal is needed by an instructor for more than one semester.
2. When multiple articles from one journal issue are needed for reserve.
3. When 10% or more of a book is needed by an instructor for more than one semester.
4. When a photocopy of an out of print book is needed for reserve

Instructors can request copyright permission from the copyright clearance center by going to the following website:

<http://www.copyright.com/ccs/search.do?operation=show&page=ppu>

My signature verifies that I have read & agreed to the copyright guidelines and reserve stipulations.

X Signature

Date: