

Reserve Guidelines for Faculty

Reserve consists of a collection of items assigned restricted loan periods. It includes books, book chapters, magazine/journal/newspaper articles, non-print materials, and professor's materials (e.g., class syllabi, lecture notes, homework assignments/solutions, sample tests/papers, etc.), put "on reserve" by Palo Alto College (PAC) instructors or departments. This ensures greater availability to students in a particular course.

Copyright Permission Guidelines:

- I. Examples of reserve items that **must have** copyright permission:
 - a. A magazine, journal, or newspaper article on reserve for **more** than one semester
 - b. A book chapter on reserve for **more** than one semester
 - c. A magazine, journal, or newspaper article or book chapter used by different instructors in multiple sections for **one or more** semesters
 - d. Multiple articles from one magazine, journal, or newspaper issue on reserve for **one or more** semesters.
 - e. Multiple chapters from a book on reserve for **one or more** semesters

- II. Examples of reserve items that **do not require** copyright permission:
 - a. A magazine, journal, or newspaper article on reserve for one semester only
 - b. A book chapter on reserve for one semester only
 - c. Government publications
 - d. Class syllabi
 - e. Lecture notes
 - f. Homework assignments/solutions
 - g. Sample tests
 - h. Student papers **do not** require copyright permission but **do require permission**

Non-Print Material

Definitions of all non-print materials (films, videocassettes, slides, photographs, and sound recordings) are in the Copyright Revision Act of 1976, Section 101, for non-print materials.

- Non-print materials acquired directly from academic and commercial producers/distributors or from individual creators/copyright holders may be placed on Reserve. Copyright notices as they appear on the labels of non-printed materials shall not be obscured.

- The LRC will not allow non-printed materials that have been duplicated without the authorization of the copyright holder. **Televised programs**, which have been personally taped, **will be allowed for one month only** at which time the instructor should replace with an original copy of the program.

How to Obtain Copyright Permission

An instructor must communicate complete and accurate information to the copyright owner. The following information must be included in a permission request letter to expedite the process:

1. Book chapter, magazine/journal/newspaper article, or Internet resource information
 - a. **Book chapter information:** Author & title of chapter, pages of chapter, title of book, author(s)/editor(s) of book, edition (if applicable), publisher, and date of publication. Include a photocopy, if possible.
 - b. **Magazine/journal/newspaper article information:** Author & title of article, pages of article, title of magazine/journal/newspaper, volume number, date of issue. Include a photocopy, if possible.
 - c. **Internet resource information:** Author, editor, or compiler of Internet resource; title of resource; date of publication, posting, or update; name of institution or organization responsible for the resource; date the resource was accessed; URL.
2. Number of copies to be made
3. Use to be made of duplicated materials
4. Form of distribution (Library Reserve, classroom, newsletter, etc.)
5. Whether or not the material is to be sold
6. Type of reprint (photocopy, photography, offset, typeset, etc.)

The request should be sent, together with a self-addressed return envelope, to the copyright permissions department of the publisher in question. If the address of the publisher does not appear at the front of the material, it may be obtained in publications such as *The Literary Market Place* or *Ulrich's Periodicals Directory*. The process of granting permission requires time for the publisher to check the status of the copyright and to evaluate the nature of the request. It is advisable, therefore, to allow enough time to obtain permission before the materials are needed. In some instances, the publisher may assess a fee for the permission.

Sample Letter to Copyright Owner (Publisher) Requesting Permission to Copy:

March 1, 2005

Copyright Permissions Department Mosaic Press
85 River Rock Drive
Buffalo, NY 14207

Dear Sir or Madam:

I would like permission to copy the following to put on Reserve in the Palo Alto College Library:

Author of chapter: Mood, John J.
Title of chapter: The Structure of a Streetcar Named Desire Pages of chapter: 9-19
(Chapter 2)
Title of book: Tennessee Williams: A Collection of Critical Essays
Editor of book: Stanton, Stephen
Publisher: Mosaic Press
Date of publication: 1977
Number of copies: five
Distribution: The five copies will be put on Reserve in the Palo Alto College Library for use by students enrolled in my English 1302 classes.
Type of reprint: Photocopy
Use: The chapter will be used as supplemental reading. I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,

John Doe