

## Copyright and Fair Use

### When does Copyright Permission need to be obtained?

- Materials used more than once, by the same instructor, for the same course
- Materials exceeding the amount of work guideline (single article, chapter)
- Materials that infringe upon the commercial rights of the copyright

Cheng Library will pay up to \$50 per document and will spend up to \$100 for permissions for a single course.

Reserves staff will work with faculty to explore alternatives, when costs become prohibitive or when copyright permission is denied.

For more information, please visit the Copyright @ WPUNJ webpage:

[www.wpunj.edu/library/copyright\\_main.shtml](http://www.wpunj.edu/library/copyright_main.shtml)



David and Lorraine Cheng Library

300 Pompton Road

Wayne, New Jersey 07470-2103

Monday–Thursday: 7:45am–11:45pm

Friday: 7:45am–10:00pm

Saturday: 8:00am–5:00pm

Sunday: 12:00pm–11:45pm

Phone: 973-720-3180

[www.wpunj.edu/library/reservinfo.shtml](http://www.wpunj.edu/library/reservinfo.shtml)

# COURSE RESERVES

Making your classroom materials available from home or at the library



A free service brought to you by  
David and Lorraine Cheng Library  
Reserve Services



## What are Course Reserves?

Course Reserves is a temporary collection of supplemental print, electronic, and audiovisual materials made available to students.

**Electronic Reserves:** articles, websites, book chapters, or documents that are scanned and/or linked and made available electronically. Electronic Reserves can be accessed anywhere and anytime, 24/7, and may be linked to your Blackboard pages.

**Hard Copy Reserves:** physical items, such as books, photocopies, CDs, DVDs that can be used at the Library.

### Why use Course Reserves?

- Library investigates copyright ownership and pays permissions
- Material is in compliance with U.S. Copyright Law and Fair Use
- Electronic Reserves are archived for a future class

## What can be placed on Reserve?

Faculty may submit the following types of materials:

- Sample exams or lecture notes
- Links to websites or articles available through Library databases
- 10% or one chapter of a book
- One article from a single journal issue
- Personal copies of books
- Library owned materials, such as books and multimedia

## What cannot be placed on Reserve?

- Course packets
- Anthologies (please provide the original source)
- Unauthorized copies of copyrighted materials

### Schedule for submitting materials for Reserve:

Fall Semester — June 1  
Winter Session — November 20  
Spring Semester — December 1  
Summer Sessions — April 1

Items are processed in the order that they are received, including submission requests for classes that are being rolled over to the next semester.

Full bibliographic information is required for each Reserve submission.

Seeking copyright permission may take at least two-six weeks.

We will contact you via email if we encounter incorrect citations or complications obtaining permission.

For more information, please visit the Course Reserves homepage:

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