

Copyright and Fair Use

When does Copyright Permission need to be obtained?

- The nature, scope, or extent of copying is deemed to exceed the limits of Fair Use.
- The use of materials infringes upon the commercial rights of the copyright owner.

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:

<http://guides.wpunj.edu/copyright>



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—8:00pm

Sunday: 12:00pm—11:45pm

Phone: 973-720-3180

www.wpunj.edu/library/reserves.dot

COURSE RESERVES

Making your classroom materials available online 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, e-books, or documents 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.

In-Library 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
- Book chapters
- Journal articles
- Personal copies of books
- Library owned materials, such as print and electronic books and multimedia

What cannot be placed on Reserve?

- Course packets, workbooks and other consumables.
- 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 up to six weeks.

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

For more information, please visit our Course Reserves homepage:

www.wpunj.edu/library/reserves.dot