

To comply with copyright law, the institution can:

- Scan or copy articles that represent a small portion of the entire course material
- Link to articles in a library database
- Scan or copy a portion of a book that represents a small portion of the entire course material and less than 10% of the book's total content
- Scan or copy items that are no longer copyrighted (public domain)
- Provide print and multimedia reserves at the Circulation Desk (Examples: entire books, films, and non-print resources such as kits)

To comply with copyright law, the institution cannot:

- Keep a scanned or copied item on reserve repeatedly without requesting permission from the copyright holder and making payment if required
- Scan or copy a collection of articles or book portions that replace a course textbook (This is legally considered a classroom anthology and should be handled as a course pack.)
- Scan or copy large portions of a journal issue or more than 10% of a book without requesting permission from the copyright holder and making payment if required
- Scan or copy documents intended to be consumable (workbooks, exercises, standardized tests, test booklets, and answer sheets, etc.)
- Place interlibrary loan items or rented films on reserve

Additional Copyright Information:

University of Dubuque copyright law statement and policies:

<http://www.dbq.edu/tech/pdf/copyrightlaw.pdf>

The Campus Guide to Copyright:

<http://www.copyright.com/Services/copyrighthoncampus/index.html>

Statement on Fair Use and Electronic Reserves, Association of College & Research Libraries:

www.ala.org/ala/acrl/acrlpubs/whitepapers/statementfair.htm

Fair Use Evaluator: <http://librarycopyright.net/fairuse>

Exceptions for Instructors eTool: <http://librarycopyright.net/etool>

Using Electronic Reserves, Copyright Clearance Center:

www.copyright.com/media/pdfs/Using-Electronic-Reserves.pdf

Copyright Quickguide, Copyright Management Center, Indiana University-Purdue University

Indianapolis: <http://www.copyright.iupui.edu/quickguide.htm>