1. Course Reserves

At the request of a faculty member, the McKillop Library will place the following items on Course Reserves (paper or electronic) for the duration of a course:

- items owned or licensed by McKillop Library
- personal copies owned by an instructor
- items for which copyright permission has been obtained by the faculty member.

When selecting materials for Reserves the faculty member should always conduct a fair use analysis using the four fair use factors found in section 107 of the Copyright Act. (For more information, see: http://fairuse.stanford.edu/) The faculty member is responsible for ultimately determining if the item placed on reserve meets the Fair Use guidelines.

1. Books

Fair use is determined on a case by case basis. However, as a general guideline, based upon the recent Georgia State University ruling (2012), up to 10% of a book may be copied and placed on reserve.

2. Journal Articles

It is permissible to place copies of articles on reserve that are owned or licensed by the library or the instructor.

3. Multimedia

Video/DVD recordings may be placed on electronic reserve as long as one of the following conditions are met:

- A commercially available copy of a video/DVD:
  - is owned by or licensed to McKillop Library
  - the library has ordered a commercially available copy of the video/DVD, or
  - a lawfully obtained copy of the video/DVD recording is owned by the course instructor and the library has made a good faith effort to purchase a commercially available copy;

- Entire works are made available only when they are being taught in the course and they are assigned to students for a specific class meeting. Excerpts, not entire copies, should be used whenever possible

- Online access to course materials is limited through authentication to class participants only

- Access to the files is disabled at the completion of the course unless permission has been obtained from the copyright holder to post the material beyond the course’s duration.
2. Licensed Online Electronic Resources

McKillop Library has licensed access to electronic journals, electronic books, and other multimedia materials. These resources have been licensed for the use by Salve Regina University’s students, faculty and staff for educational purposes. These purposes include:

- Individual access by all members of the SRU community from within the library or elsewhere
- Placement on and access via electronic reserves
- Placement of a link to the resource within the course management system

Individual members of the Salve Regina University community may access, print, and reproduce these materials for educational use. All use is governed by fair use and the terms of the license agreement. If users are unsure whether their intended use of the resource is within the terms of the license, they are advised to contact the library.

3. Photocopying and Scanning of Copyright-Protected Works

In accordance with the 1983 Report of the Register of Copyrights on Library Reproduction of Copyrighted Works (17 U.S.C 108), it is permissible to photocopy copyright-protected works in the McKillop Library without obtaining permission from the copyright owner if all of the following conditions are met:

- The Library is open to the general public or to persons researching the specialized area in the library collection
- The Library displays the copyright notice at the location where the individual makes his or her copies
- No more than a single reproduction of a given work is made
- The user derives no commercial gain from the reproduction

In addition, according to Section 108 of the Copyright Act, McKillop Library may reproduce items for these specific purposes:

- Replacement of lost, damaged or obsolete copies -- up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format may be made.
- Archival reproductions of unpublished works -- up to three reproductions may be made of any unpublished work for preservation, security, or for deposit for research use in another library or archive. This may be a photocopy or digital reproduction. If it is a digital reproduction, it may not be made available to the public outside the library or archive premises.
- Entire works -- one reproduction of an entire book or periodical by a user may be allowed in the library only if certain conditions are met. These conditions include a determination that, after reasonable investigation, an authorized reproduction cannot be obtained at an acceptable price. Once made, the reproduction must become the property of the library user. The library must
have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship, or research, and the library must display the copyright notice at the location where users make their reproduction requests.

4. Interlibrary Loan

Section 108 of the Copyright Act allows a library to make copies of its resources for interlibrary loan purposes under certain terms and conditions. Specifically, a qualifying library may send portions of copyrighted materials to other qualifying libraries as long as the "aggregate quantities" of copied items received by the borrowing library do not replace a periodical subscription or purchase of a work.

McKillop Library follows the Commission on New Technological Uses of Copyrighted Works 1978 guidelines ("CONTU Guidelines") regarding what constitutes an "aggregate quantity":

- In a calendar year, up to five articles may be copied from a periodical title (according to the CONTU “rule of five”, copying from periodicals applies only to materials less than five years old)
- A library with a subscription to a periodical that is not immediately available may obtain a copy as if it was made from its own collection
- A total of five chapters or short excerpts from a publication per calendar year are allowed during the copyright term
- All interlibrary loan requests must be accompanied by a copyright compliance statement by the requesting library
- The requesting library must maintain records for requests and their fulfillment for three calendar years.