

COPYRIGHT GUIDELINES FOR RESERVE ITEMS IN IRTS

The Copyright Act allows individuals to photocopy copyrighted works without securing permission from the copyright owner when the photocopying amounts to a “fair use” of the material (Title 17 U.S. Code section 107) In accepting personal copies for reserve, IRTS assumes that they have been made in compliance with the “**fair use**” provisions of Title 17.

1. The amount of material and substantiality of the portion of the work photocopied should be reasonable in relation to the Copyrighted work as a whole[for example: a chapter from a book, an article from a periodical or newspaper, a short story, short essay, or short poem, or a chart, diagram, graph, drawing, cartoon, or picture]. Written documentation of copyright permission is required to place items on reserve for material not covered by the Fair Use provisions.
2. The number of copies should be reasonable in light of the number of students enrolled, the difficulty and time of assignments, and the number of other courses which may assign the same material. Generally, one copy for every 25 students will be placed on reserve with a maximum of 5 copies.
3. A maximum of 20 titles for one course at the section level will be allowed on reserve.
4. The complete bibliographic citation of the article must appear on the first page of photocopy.