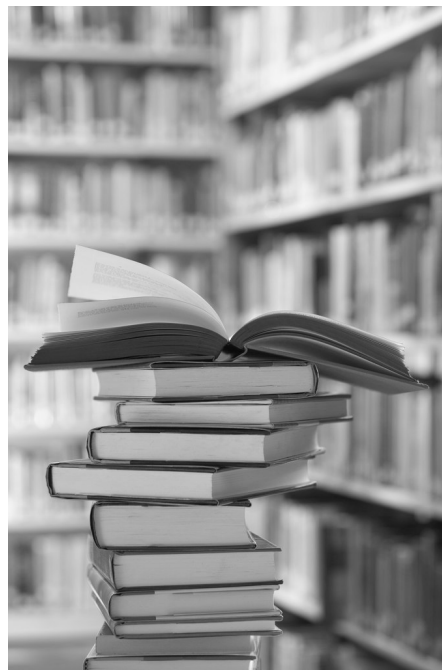
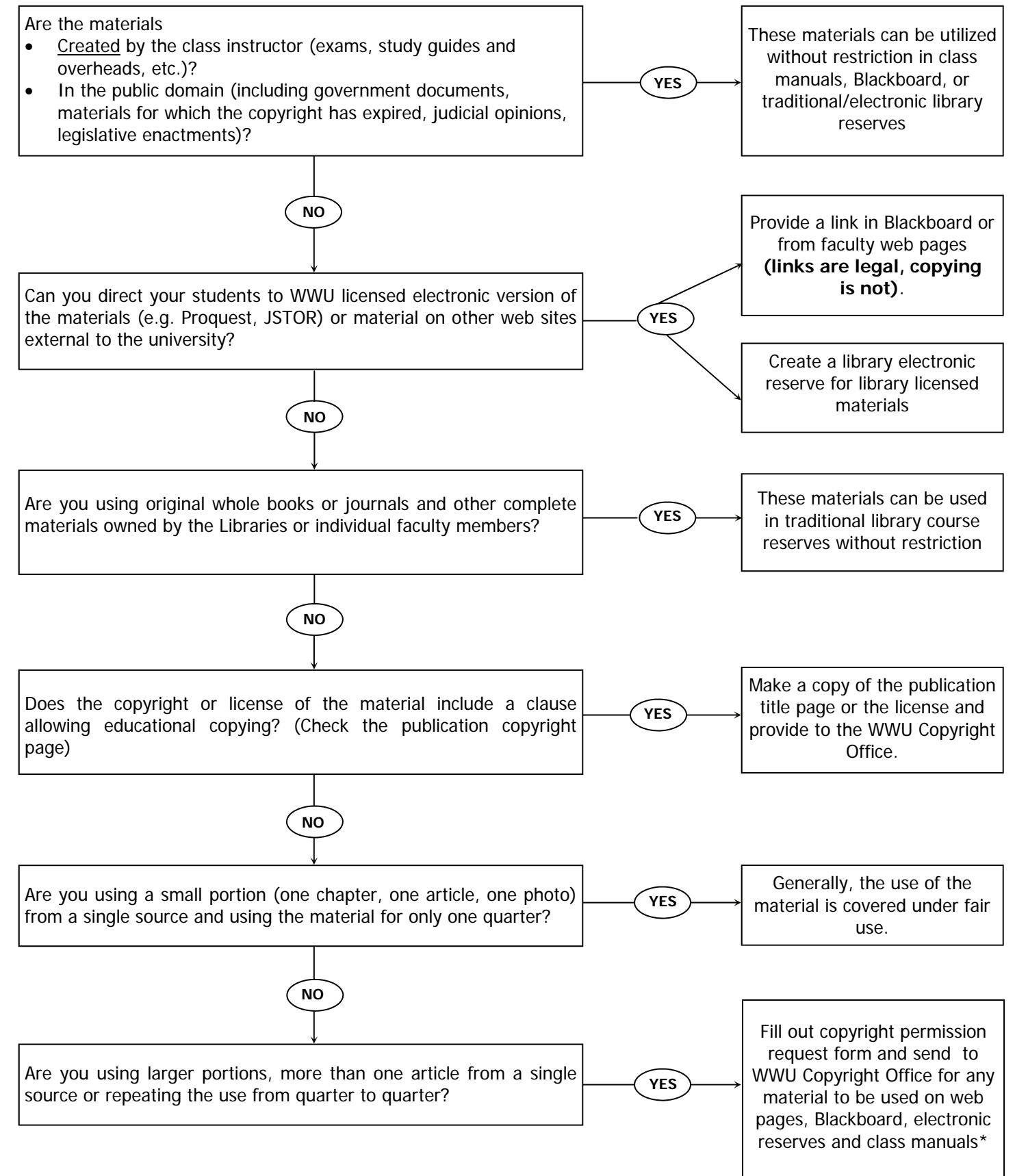


Contacts and Resources

Copyright/Student Class Manuals	Information about copyright laws and policies. Office provides assistance with copyright permission requests for faculty and staff. www.wvu.edu/publishingservices/copyright/copyrightservices.htm	Wilson Library 562/564	Monica Aebly	X7435
Library Reserves	Library staff provide assistance in placing material on traditional or electronic reserves www.library.wvu.edu/access/circulation/reserves www.library.wvu.edu/access/circulation/copyright	Haggard Hall Circulation desk	Kim Marsicek	x7776
Blackboard and faculty web pages	Provide faculty assistance with posting classroom materials on Blackboard or assistance with faculty web pages west.wvu.edu/atus/blackboard/index.shtml	Miller Hall 182	Web Services	x3096
Center for Instructional Innovation	Consultation for faculty about online resources and instructional design pandora.cii.wvu.edu/cii/	College Hall 310	Karen Casto	x7210



Guidelines for Use of Copyrighted Materials for Instruction



*If copyright material is posted on Blackboard or on a faculty web page and copyright permission is granted, access must be limited to students in the current class. Please contact Web Services for assistance with password protection.

Options for the distribution of copyright materials

In all situations, identify the source of the material and include copyright notification

Material source	Covered under Fair Use or licensing agreements	Need to obtain copyright permission	Pros	Cons
Library Electronic Course Reserves using Library databases	<ul style="list-style-type: none"> Material available through article level linking in Library database can be put on reserve 	<ul style="list-style-type: none"> No permission needed if utilizing material in Library databases offering article level linking 	<ul style="list-style-type: none"> Copyright fees have already been paid with database licensing Material is readily available online to students 	<ul style="list-style-type: none"> Limited to library databases allowing article level linking
Library Electronic Course Reserves using scanned material	<ul style="list-style-type: none"> One chapter, one article from a single source Can use one quarter Remove at the end of the quarter 	<ul style="list-style-type: none"> When amount exceeds one chapter, one article from a single source When material is used more than one quarter 	<ul style="list-style-type: none"> Material is readily available online to students 	<ul style="list-style-type: none"> Without copyright permission, amount and time limited Need to allow adequate processing time
Library Traditional Course Reserves	<ul style="list-style-type: none"> Copies from whole works limited to one chapter, one article from a single source Can use one quarter Entire works 	<ul style="list-style-type: none"> When amount exceeds one chapter, one article from a single source When material is used more than one quarter 	<ul style="list-style-type: none"> Interim step prior to obtaining copyright permission Large variety of materials available (books, videos, tapes, cds) One item can be made available to the entire class 	<ul style="list-style-type: none"> Must go to library reserve room to access material Without copyright permission, amount and time limited
Blackboard link to library electronic reserves or other Internet sites	<ul style="list-style-type: none"> Material available in Library databases or on the Internet can be linked to a Blackboard page 	<ul style="list-style-type: none"> No permission needed if linking to material in Library databases No permission needed if linking to a URL 	<ul style="list-style-type: none"> Copyright fees have already been paid with Library database licensing Material is readily available online to students 	<ul style="list-style-type: none"> Limited to library databases allowing article level linking Article cannot be copied and stored on the Blackboard page

Material source	Covered under Fair Use or licensing agreements	Need to obtain permission	Pros	Cons
Blackboard (scanned material)	<ul style="list-style-type: none"> One chapter, one article from a single source Can use one quarter 	<ul style="list-style-type: none"> When amount exceeds one chapter, one article from a single source When material is used more than one quarter 	<ul style="list-style-type: none"> Material is readily available online to students 	<ul style="list-style-type: none"> Without copyright permission, amount and time limited
Faculty web page	<ul style="list-style-type: none"> One chapter, one article from a single source Can use one quarter Web page must be password-protected and limited to the students currently taking the class Access to web page must be removed at the end of the quarter. 	<ul style="list-style-type: none"> When amount exceeds one chapter, one article from a single source When material is used more than one quarter 	<ul style="list-style-type: none"> Material is readily available online to students 	<ul style="list-style-type: none"> Without copyright permission, amount of material and time used limited
Classroom handouts	<ul style="list-style-type: none"> One chapter, one article from a single source Can use one quarter 	<ul style="list-style-type: none"> When amount exceeds one chapter, one article from a single source When material is used more than one quarter 	<ul style="list-style-type: none"> Hand out in class Faculty retains control of distribution 	<ul style="list-style-type: none"> Department pays for printing and royalties if copyright permission is required
Class manuals	<ul style="list-style-type: none"> Non-fiction material published four months earlier or less 	<ul style="list-style-type: none"> Permission is required for materials contained in class manuals 	<ul style="list-style-type: none"> Royalty fees are recovered at time of class manual purchase Copyright material can be included Student has bound copy of material to carry with them—no limits on use 	<ul style="list-style-type: none"> Need to allow adequate processing time