

Adrian College – Shipman Library

Reserve Request for Photocopied / Duplicated Materials

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What can be copied?

- One chapter from a book.
- One article from a single issue of a journal.
- An individual essay, short story or play of less than 2500 words.
- An excerpt from a longer essay, short story or play which is the lesser of 1000 words or 10% of the work. In any event a minimum of 500 words is allowed.
- Your own personal material (class notes, old tests, etc.)
- Material in the public domain.

Rules:

1. Copyrighted material can only be used **ONCE** under fair use. Subsequent use requires the copyright holder's permission. See David Cruse for help in acquiring permissions.
2. You cannot copy material to create anthologies that will be sold to students (aka coursepacks) without permission from the copyright holders. Coursepacks that will not be sold must comply with the guidelines above and rules one and three.
3. All photocopies **MUST** include a complete citation, including the copyright statement, clearly visible on the first page. The copyright statement will appear on either the first page of an article or near the title page of a book or journal. If this information does not appear on the first page you have copied, please including it in writing.

Example:

Johnson, Frank. "Stuck in the Sixties." New Republic 68.2 (1988): 42-51. Copyright 1988 Acme Publishing Inc.

Instructor _____ Phone _____

Course name _____ # of students _____

Course number _____

Semester: Fall _____ Spring _____ Summer _____ Year _____

Loan period: 3 hour in-library (recommended) _____
overnight _____ 3 day _____ 14 day _____

The photocopies I am submitting for reserve fall within the guidelines listed above and I have complied with rules one through three. I take full responsibility for the copying and distribution of these materials.

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