

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **COPYRIGHT (AP-007)**
Contact: Library Services, Ext. 7153

The College will comply with laws relating to copyrighted material. Use of college-owned equipment to circumvent the law is contrary to College procedure and use is solely the responsibility of the individual who violates the law. Federal copyright law can be reviewed at <http://lcweb.loc.gov/copyright/> (use Title 37 as your search term). If you need further assistance or have additional questions, please contact Library above.

Classroom and Reserve Room Copyright Guidelines Photocopies and Copies of Electronic Documents

Photocopies of articles or chapters of books may be placed on reserve or distributed in class without requiring permission from the copyright owner if fair use guidelines are followed. The items may originate from hard copy or electronic sources.

Fair Use Copyright Guidelines

1. Distribution of same photocopied material does not occur every term.
2. Amount of material should be reasonable in relation to total amount of material assigned for course.
3. The number of copies for classroom use should never exceed the number of students enrolled in the class. For Reserve Room use the number should be reasonable in light of the number of students enrolled in the course (about one copy for every 10-15 students).
4. The effect of photocopying the material should not be detrimental to the market for the work.
5. The complete bibliographic citation of the article must appear on the first page of the photocopy.
6. A copyright notice is included on the first page of the photocopy.

General Fair Use Guidelines

Copyrighted works may be duplicated for purposes of news reporting, criticism, scholarship or research but must consider the following factors:

1. The purpose and character of the use (i.e. commercial vs. nonprofit).
2. The nature of the copyrighted work (i.e. fiction vs. nonfiction vs. image vs. sound...).
3. The amount and substantiality of the portion used in relation to the work as a whole.
4. The effect of the use on the market or value of the work.

Additional resources can be reviewed at <http://learn.roguecc.edu/Library/faculty-staff.htm>, or contact copyright consultant (above).