

# Reserve Material Copyright Guidelines

## Introduction

OSU Library complies with copyright law of the United States (17, U.S.C.) and the Limitation on Exclusive Right: Fair Use (17,U.S.C. 107). "Fair use" means that in some circumstances where the use is reasonable and not harmful to the copyright owner's rights, copyrighted materials may be used to a limited extent, without obtaining the owner's permission.

The following guide lines outline the basic policies governing photocopy of copyrighted materials for the Library's reserve collection.

Reserve is located on the web via the OSU Catalog and at the Circulation desk on the first floor.

## Guidelines

The instructor may place one copy (or at the instructor's request, the Library can make a single copy) of the following on reserve:

- A chapter or article from a book or thesis, or 10% of a book or thesis, whichever is less;
- An article from an issue of a periodical or newspaper, but not as much as one half of an issue, nor cumulatively more than 10% of a bound periodical volume;
- A short story or essay less than 2,500 words, or an excerpt from prose of not more than 1,000 words or 10% of the work, whichever is less;

- A complete poem less than 250 words and no more than two pages, or an excerpt of not more than 250 words;
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
- Copying of, or from, works intended to be "consumable" is not permitted. These include workbooks, exercises, standardized tests, and test booklets and answer sheets.
- Copying should not be a substitute for the purchase of books, publishers' reprints or periodicals.
- Copies produced by the Library become the property of the Library.
- All personally provided copies will be returned to the instructor after the close of each semester.
- All photocopies on reserve, whether provided by the instructor or produced by the library, must include a notice of copyright.
- All photocopies on reserve, whether provided by the instructor or produced by the library, may be used for only one semester without the written permission of the copyright owner. Request to Duplicate Copyrighted Material forms may be obtained from the Reserve Supervisor (x43723) or online at [www.library.okstate.edu/guides/general/images/copyright.pdf](http://www.library.okstate.edu/guides/general/images/copyright.pdf).

## Copyright Permission

- The safest course, when using copyrighted materials, is to obtain permission before use. When it is impractical to obtain permission, use of copyrighted material should be avoided, unless it seems clear that the doctrine of "fair use" would apply to the situation.
- Forms for requesting permission to duplicate copyrighted materials are available from the Reserve Supervisor (Room 105 Library; x5411) or online at [www.library.okstate.edu/guides/general/images/copyright.pdf](http://www.library.okstate.edu/guides/general/images/copyright.pdf). Requests for further information about copyright may be obtained from the Librarian at the Patent and Trademark Library, 5th floor (744-9788).

You're  the  
library

Contact for information:  
Johnny Johnson  
Phone: 405-744-9728  
Fax: 405-744-5183  
[johnny.johnson@okstate.edu](mailto:johnny.johnson@okstate.edu)

# Request to Duplicate Copyrighted Material

**To:**

Date: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**From:**

Oklahoma State University  
Stillwater, OK 74078

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

Person making request: \_\_\_\_\_ Title: \_\_\_\_\_

**We are requesting authorization to duplicate the following copyrighted materials:**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Subject: \_\_\_\_\_

Medium: \_\_\_\_\_

Rationale: \_\_\_\_\_

**Number of copies to be made:**

Copy medium: \_\_\_\_\_

Use of copies: \_\_\_\_\_

Anticipated date of first use: \_\_\_\_\_

Distributions of copies: \_\_\_\_\_

**Producer reply:**

Permission:  granted  denied

Details/restrictions: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_