Copyright Guidelines: Physical Reserve

The UWM Libraries support and conform to the U.S. Copyright Act of 1976, specifically the Section 107 Fair Use guidelines regarding making copies of copyrighted materials available for classroom use. There are four factors used to determine if the nature of the use of a copyrighted work is considered fair use. These factors are:

▪ The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes

▪ The nature of the copyrighted work

▪ The amount and substantiality of the portion used in relation to the copyrighted work as a whole

▪ The effect of the use upon the potential market for or value of the copyrighted work

PLACING MATERIAL ON RESERVE - GENERAL GUIDELINES

Material shall be placed on physical Reserve at the initiative of the faculty or staff at UWM solely for the non-commercial, educational use of UWM students.

The UWM Libraries will follow the principles of Fair Use when determining if copies should be placed on Reserve.

Materials on physical Reserve are available only to current UWM students.

Students are not charged a fee to access Reserve items. The charge for copies made by students on library printers will be the same as for all other library printing.

Materials made available for student use through Reserve will be removed when it is no longer needed.

Multiple copies of the same item will not be placed on Reserve unless the class size is large and additional copies are warranted.

Coursepacks will not be placed on Reserve. In addition, faculty cannot in effect create a coursepack by placing several articles together on Reserve under one title.

Last updated July 2014 SLK