Simplified Copyright

**GUIDELINES**

Material which can be placed on reserves without obtaining copyright permission

1. Exams
2. Lecture notes
3. Student papers
4. Government publications
5. One article from a journal issue
6. One chapter from a book

When to write for copyright permission

1. When an article from a journal is needed by a professor for more than one term.
2. When multiple articles from one journal issue are needed for electronic reserve.
3. When one chapter of a book is needed by a professor for more than one term.
4. When multiple chapters of a book are needed for electronic reserve.
5. When an out of print book is needed for electronic reserve.

Include

1. A copyright notice
2. An appropriate citation and attribution to the source.

*These are meant to serve as guidelines only, and not as an interpretation of copyright laws.*