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.

We will not place an entire book which is in print, in the Electronic Reserve System.