

Psychology Library Reserve Guidelines

Instructors are now responsible for determining if their use of copyrighted material falls within "fair-use", or if they need to obtain permission to use material. Information to help with this determination can be found at:

<http://www.lib.uiowa.edu/about/policies/copyright/>

To request books be placed on the reserve shelf, please fill out and submit the Reserve Request form found at:

http://www.lib.uiowa.edu/psych/reserve_form.html

To reactive a course list or to request photocopies be placed on electronic reserve, please contact us via e-mail at lib-psyc@uiowa.edu or call us at 5-3081.

Please use the following guidelines when submitting course readings:

All Reserve material must be accompanied by a complete citation. We cannot process reserve material without a citation.

Photocopies will be scanned and uploaded to your ICON course reserve site.

Please submit your material single-sided on 8 1/2 x 11 inch paper, without staples or paperclips. Please note that black borders around your photocopy cause problems with scanning and printing and enlarge the size of the file. We request that you submit your readings without black borders.

If your journal article is available in full text on-line, we will supply a link from the article to your ICON course reserve site.

Due to copyright regulations, we can place only one book chapter per book on the reserve site. Please submit your book chapter photocopy as you would your other photocopied material as stated in number two, above.

If you will be assigning more than one chapter from a given book, we will place a copy of the book on our reserve shelf. Your students can check the book(s) out for either two hours or three days from the reserve section in the library. If the libraries does not own a copy of the requested book, we will order it rush from the publisher.

If your materials are needed for the first week of class, or if we must order books for your reserve list, please provide us with your list(s) as soon as possible. Lists are processed in the order they are received at the Psychology Library.

If you have questions or concerns as you prepare your reserve lists, please contact us. lib-psyc@lib.uiowa.edu or gwendolyn-elling@uiowa.edu

Gwen Elling
Unit/Reserve Supervisor
Psychology Library
W202 SSH



Reserve Request Form

Please review these instructions before submitting your request:

- Instructors are responsible for determining whether their use of copyrighted materials falls under [Fair Use](#). Submission of reserve requests indicates acceptance of responsibility for copyright compliance.
- Complete citation is needed for each reading request.
- To put each additional item on reserve, click the "More Items" button.

Requestor Information

Name:

E-Mail Address:

Campus Address:

Semester to be on Reserve:

Name of Course:

Course Number:

Number of Students:

Items Requested

Complete citation:

Comments:



Copyright and Teaching/Research

- Authors' Rights
- Fair Use
- Permission
- Public Domain
- TEACH Act
- Copyright Home

FAIR USE

[Section 107](#) of the U.S. Copyright law provides for the use of copyrighted materials under certain circumstances defined as “fair use.” The law lists four “factors” to use to help determine if a particular use can be considered fair use under the law.

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The [Copyright Management Center](#) at Indiana University has an excellent site with an overview of fair use and a [checklist](#) to help weigh the four factors.



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- **Authors' Rights**
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- **Permission**
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Copyright law supports the process of scholarship and discovery while at the same time protecting the rights of authors and inventors. It is this dual purpose that is of particular relevance to those in academia as they pursue scholarship, discovery, and scholarly communication within the context of [authors' rights](#).

Copyrighted material can be used in teaching and research under one of the following conditions:

1. The work in question is in the [public domain](#).
2. [Permission](#) has been granted by the copyright owner or through some other means such as a negotiated license agreement (such as those negotiated with publishers by the University Libraries or the [Copyright Clearance Center](#).)
3. The use falls within the four "fair use" guidelines as defined in [Section 107](#) of the U.S. Copyright Act, 17 U.S.C or falls under an educational use exemption as defined in Section 100 and as amended by the [TEACH Act](#).

The following sites provide excellent discussions of copyright and academics:

- The [University of Minnesota's](#) site discusses copyright from the perspective of instructors and researchers.
- The [Indiana University/Purdue University's Copyright Management Center](#) provides a checklist for weighing the four factors of fair use.

This information is not official policy of the University of Iowa nor does it constitute legal advice. It is important that educators exercise both the responsibilities and the rights accorded them under the laws of the United States. The information offered here is part of an ongoing campus effort to provide the University of Iowa community with a better knowledge of copyright law and how to work within it to further the best educational practice. Contact Gay Pelzer at the University Office of the General Counsel (335-3696) with questions.

Contact Information

- Copyright questions can be directed to [Nan Seamans](#), Associate University Librarian/Director, Research and Instructional Services
- Main Library Course Reserve Information - [Ellen Jones](#)
- Contact the appropriate Universities Libraries branch library for information specific to their reserve operations. [Contact Us](#)
- [Special Collections](#)
- [Distance Education](#)
- General Legal Information - [The University of Iowa Office of the General Counsel](#)