



**Deets Library**  
SOUTHWESTERN COLLEGE

## **Copyright Policy and Guidelines**

The Southwestern College Library expects members of the college community to comply with the United States Copyright Law (Title 17, U.S. Code Sect. 101, et seq.), the academic integrity policies of the college, and other acts and laws that relate to copyright.

Members of the college community who willfully disregard the copyright policy and laws do so at their own risk and assume all liability.

The following document does not legally interpret copyright law but present guidelines to keep the library in compliance of copyright law.

## **Library Collection**

- All items in the collection will be legally obtained (duly licensed / public domain / original materials as applicable--i.e., no "off air recordings," Xeroxed copies, etc.)
- License agreements signed with vendors of electronic resources and media will be enforced and reflect accurate FTE counts for pricing. The SC Library will make every effort to identify and authenticate authorized users only.
- Periodicals will be purchased at library rates.
- The Library Collection will include copies of the most prevalent style/citation manuals (Turabian, Chicago Manual, MLA, APA) and a selection of resources on copyright/intellectual property.

## **Copyright Notice**

Signs will be posted reminding patrons about copyright law and performance restrictions in the library (CD writer computers; DVD and CD collection; copier machines; scanners).

## **Interlibrary Loan**

The library will meticulously follow fair use, copyright law, especially 17 U.S.C. 108, and the National Commission on New Technological Uses of Copyright Works (CONTU) when applicable. It reserves the right to deny interlibrary loan requests to ensure compliance with legal standards.

## **Reserves**

Faculty are responsible for complying with copyright law for their reserve materials. Materials owned by the college, by the library, or by the individual may be placed on reserve.

The following materials may not be placed on reserve:

- Required materials for a course

- Reference books
- Coursepacks
- Rented materials
- Interlibrary loan materials

### **Library Operations**

- Library publicity materials will always use legally purchased, licensed, or Southwestern-owned artwork and graphics.
- Public performances and/or media showings in the library will only occur after appropriate permissions and licenses have been obtained from the owner of the performance rights.