



Cornell University Library

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MEMORANDUM

DATE: June 17, 2006

TO: Users of the Library's Course Reserve Systems

FROM: Sarah E. Thomas, Carl A. Kroch University Librarian

SUBJECT: Important Change to Fall 2006 Electronic Course Reserve Services

In response to the complaint from the American Association of Publishers alleging copyright infringement by Cornell faculty and at the recommendation of the Office of University Counsel, the Library is changing some of its electronic reserve procedures this fall. The Library will now ask explicitly if the requested reserve use exceeds the Library's Course Reserve Guidelines found at www.library.cornell.edu/services/reserveguidelines. Specifically, you will be asked if the material has been placed on reserve for the same course in prior semesters and whether you are requesting that more than a small proportion of any one work be placed on reserve. The answers to both of these questions will help us determine if faculty reserve requests meet fair use guidelines.

PERMISSION OF THE COPYRIGHT OWNER MUST BE SECURED to place on electronic reserve any items that have been used by the same faculty for the same course in the past or if more than an article or chapter from any one item is to be included (assuming that the material is not found in an electronic resource that has been licensed by the Library).

Securing permission is a time consuming process – it may take six weeks to secure permission. In most cases, it will be necessary for you or your department to pay permission fees. The Cornell Store offers a copyright clearance service. See <http://www.store.cornell.edu/text/cpub/tbcpotherservices.html> for information and pricing.

We expect that the need to pay permission fees will decline as the Library licenses more electronic material and as more material is published in open access journals or made available in institutional and subject repositories such as Cornell's DSpace and ArXiv

There are alternatives to electronic reserve that you may wish to consider:

- You can make the required readings available in course packets sold by the Cornell Store. (The Cornell Store deadline for receiving materials for packets needed by the first day of the fall semester is July 19.) Course packets can also be placed on in-library reserve.
- You can request that a physical volume be placed on in-library reserve.
- You can place an offprint or legally-made photocopy of an item on in-library reserve.
- Library staff can work with you to identify alternative resources that do not require permission.

Forms for reserve requests (In-Library and Electronic Reserve) can be found at the Cornell University Library Course Reserve Web Site: <http://campusgw.library.cornell.edu/services/reserves.html>.

Your primary library reserve contact can be found at:
<http://publicservices.library.cornell.edu/psa/AccessServices/contacts.cfm>

Questions about the new procedures can be sent to copyright@cornell.edu.