

Number: LIB-009P
Title: Copyright

1. PURPOSE & INTENT

This guideline provides standards for all USF Libraries employees and patrons in adhering to U.S. Federal law and University of South Florida policy while handling copyrighted materials.

2. STATEMENT OF GUIDELINE

All USF Libraries employees and patrons are expected to adhere to United States Copyright Law (Title 17, U.S. Code) and to USF Policy 0-105 Copyrighted Materials - Use and General Principles.

Information and Guidance

The USF Libraries provide information and education on copyright and other intellectual property issues. Employees of the USF Libraries cannot provide legal advice.

Unmediated Copying

The USF Libraries may provide unmonitored printing/scanning/copying machines. All patrons making use of publicly accessible printing/scanning/copying machines are individually accountable for their responsible and legal use of copyrighted material.

Access to Collections

The USF Libraries may supply copies/scans to members of the public of materials from its print collections for the purposes of research and study. These requests will be processed in adherence to U.S. Federal law and University of South Florida policy. Any fees for this service will be to recover costs associated with providing the service.

Remote access to electronic resources licensed by the USF Libraries is limited to current students, faculty, staff, and other authorized users at USF as determined by the Libraries' staff in its adherence to electronic resource license terms of use. All patrons are individually accountable to ensure that their use is limited to noncommercial, scholarly, and research purposes.

Course Reserves

- A notice concerning copyright restrictions will be prominently displayed on Course Reserves web pages.
- Course Reserves will accept from instructors only materials that have been legally obtained according to copyright law.

- Access to electronic course reserves will be restricted to staff, faculty, and enrolled students with access to the class for which the material was requested.
- Whenever possible, requests for electronic reserves that are already accessible in an electronic format will be filled with links to the material.
- Copyrighted material may be scanned for placement on electronic reserves without obtaining copyright permissions as long as the use complies with University policy.

Interlibrary Loan

- A notice concerning copyright restrictions will be prominently displayed on all interlibrary loan web pages and online request forms.
- All borrowing requests for photocopies or scans of materials will be evaluated for compliance with copyright law and the CONTU Guidelines.
- All records of borrowing requests for photocopies or scans of materials will be kept for a minimum of three years.
- All lending transactions will be checked to confirm that the request clearly indicates copyright compliance.

Preservation & Digitization

When making a copy of copyrighted media for the purpose of replacing a copy that is damaged, deteriorating, lost, stolen, or for which the format of the copy has become obsolete, the USF Libraries will:

- search for an unused copy that may be purchased by the institution
- if no copy is found, make a replacement copy of the material
- document the replacement in a way that can be easily retrieved at a later date
- restrict circulation of the replacement copy to use within the library's physical premises
- if available, store the original copy in a secure location where it will not circulate.

Special Collections

- Special Collections may furnish a reproduction of an item for use in private study, scholarship, or research.
- Special Collections cannot offer legal guidance or assistance in obtaining permission to publish copyrighted material.
- It is the responsibility of patrons to observe applicable copyright laws in their use of materials acquired through Special Collections.

These guidelines cover all USF Libraries. Services, equipment, and location may vary.