



Definitions:

1. **Purchase required for class:** the book in question is listed on the syllabus for the course as a required book. The majority of readings in the class will come from this required book.
2. **Textbook:** a book designed and developed by professionals or a publisher to be a textbook. Generally, textbooks will have questions at the end of chapters, glossaries, modules, and learning outcomes.
3. **Instructor copy**, aka examination copy: a free copy of a textbook or print material for review and promotion given to faculty members.
4. **Considerations** (<http://www.copyright.com/Services/copyrightoncampus/content/library.html>)
 - “The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course, taking into account the nature of the course, its subject matter and level. See 17 U.S.C. § 107(1) and (3).”
 - *Consider the amount of material that you want to use from the item on reserve. It’s advisable not to use more than 10-15% of an item. Does your reserve fall under or within this percentage? If not, this item cannot be on reserve.*
 - *How does this item fit in the scope of the total readings assigned for the class? Is this item one of many assigned readings? An item that is being placed on reserve shouldn’t be one of the sole readings for the class.*
 - “The number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same materials. See 17 U.S.C. § 107(1) and (3).”
 - *How many students do you teach in a semester? How often is the class offered in the academic year? How many sections are offered in a semester? Is this a core course?*
 - *The more frequently the class is taught and the more students who take the class is a serious consideration in how stringent you need to be when considering copyright.*
 - *The more students you teach the more copies we’ll need.*
 - “The effect of photocopying the material should not be detrimental to the market for the work. (In general, the library should own at least one copy of the work.) See 17 U.S.C. § 107(4).”
 - *This is why required readings for the class, textbooks, and lab manuals are not allowed on reserve.*