Frequently Asked Questions about Placing Print, Electronic, and Media Materials on Reserve in the Library:

When is it necessary for the Library to seek copyright permission for reserves?
The Library will seek permission for Reserve materials when items submitted do not meet our fair use guidelines.

The book I want to use is out-of-print, do we need permission to use one chapter?
Yes. Out-of-print does not mean that the work is no longer protected by copyright.

I wrote the text. Why do we need to seek permission?
The author is not necessarily the owner of the copyright. If the publisher, by contract, holds the particular rights for reproduction, then the Library will contact the publisher for submissions exceeding our fair use guidelines.

Does it matter if there is no copyright notice on the material?
The absence of a copyright notice does not mean that the work is not protected. The Library will determine copyright ownership by contacting the publisher of the work that you wish to copy.

If we’ve already obtained permission last semester, do we need to do it again?
Yes. "Repeated" use makes it necessary to get copyright permission after the first (spontaneous) use.

If there’s a cost, will my department be charged?
No. The Library will pay the royalty fees. We will contact instructors when the permission costs are prohibitively expensive.

Who is responsible for seeking copyright permission? What’s involved? How long does it take?
Lending Services staff members will seek copyright permission. The Copyright Clearance Center is a permission-granting service, which contacts publishers and posts costs based upon date of publication, length of document, and number of students enrolled in the course. For those publishers not registered with the CCC, granting permission may take a day or several weeks.

Is there a time limit on copyright permission?
A publisher may provide permission for only a specific amount of time after which permission might have to be obtained and paid for again. Terms of permission may vary.
Do we need to seek copyright permission for books and journal articles the Library already owns?
Yes. If the amount to be copied exceeds our fair use guidelines.
No. If we link to the electronic version of the content or place the entire book in the Reserve stacks.

Since the electronic materials are limited to my students, why do we need to seek copyright permission?
If the materials submitted for Reserve exceed the fair use guidelines or are for use a second semester, the Library will need to obtain permission.

If I teach this course some time again, will it be necessary to obtain copyright permission again?
Yes. "Repeated" use makes it necessary to get copyright permission after the first (spontaneous) use.

May I create an anthology for my class?
Yes. The WPUNJ bookstore has a coursepack service. Some publishers also provide anthology creation from their websites. If you do not use a textbook for your class, this is the best option for you and your students, especially since a course pack is usually less expensive than a textbook.

I want to use four chapters from a book published in 1910, do we need to seek permission?
No. We do not need to seek permission for materials published before 1923.

May I make a copy of a rental video to make it available in Reserve?
No. This would clearly infringe on both the copyright and the license granted to the rental store.

May I legitimately show a video to a group or club outside of the classroom?
Many film and video libraries and distributors offer the rental or purchase of videos with "public performance rights" for a higher fee. The public performance right is what is needed to show a video in a non-teaching situation. Please check with the Media Services department (973-720-2308) to determine if you need to obtain public performance rights before showing your film.