

## Copyright Information for Reserves

The following copyright guidelines are for reserve material at Ames Library. The guidelines apply to **all** reserve options (physical, e-reserves, Moodle and MyIWU).

- **Reserves are intended to be used as supplemental material**, and should not be used as a substitute for the purchase of required course material or textbooks.
- **Physical material borrowed from other institutions cannot be placed on physical reserve.**
- **No more than 20% of the total page number** from a book, work of prose or play can be photocopied for physical reserve or digitized for e-reserve, Moodle or MyIWU course pages.
- **Dubbed or copied DVDs, CDs, VHS or audio cassettes cannot be placed on physical reserve.** This includes programs recorded from television or copyrighted material taken from the internet.
- In most instances, **audio or video recorded from television or downloaded from the internet cannot be placed on reserve.** Links to programs legally provided online can be included on electronic course pages (e.g. programs freely available on nbc.com or pbs.org). We cannot post links to copyrighted material illegally posted on the web.
- **Small portions taken from legally obtained, copyrighted videos or DVDs can be digitized for electronic reserve.** As a general rule no more than 10% of the film's total length. For example, if a documentary or film is 30 minutes long 3 minutes or less can be digitized for electronic access.
- **First time use of non-library owned material is allowed.** If you plan to use the material a second time the library will purchase the material or secure copyright permission for use.
- **If the library seeks copyright permission for material use and the request is denied, the material cannot be used for reserve.** In some instances the material cannot be posted electronically but can be placed on physical reserve.

For questions or additional information please contact the [Reserves Department](#).