

College of Visual Arts Library Faculty Guidelines for Textbooks and Reserve Materials

Please contact Jean Curtis-Neitz if you have any questions or comments. Contact information is listed on the last page of this handout.

1. Required Textbooks

Textbook information needs to be available when students register for classes. Library staff coordinates textbooks for a Student Textbook List and Class Reserves.

We coordinate the information that is sent to MBS Direct, a national company that creates the CVA Virtual Bookstore. MBS Direct maintains a web site where our students can obtain information about books required for all classes. Student can purchase the items from MBS Direct or get the information and purchase the items from other sources.

It is mandatory that you inform Jean if you are or are not using a textbook. Information on the web site will indicate if textbooks are required or not.

It is your responsibility to supply the information to clearly identify the textbook. This includes the author, title, publisher, edition, year and ISBN (either 10 or 13 digit). You must determine that the book is still in print and will be available for purchase by the students. Older editions of textbooks or out of print publications may be difficult for students to find and purchase. If you are not sure about any of this information, or are looking for possible textbooks to use, we suggest that you look at MBS Direct Faculty Center Network web site (<http://www.facultycenter.net>). Login with: User name: 73013 and Password: qwe222. This site offers many services that will help you find textbook information, including an easy way to request a desk copy of a title.

Once you have given Jean the textbook information, we strongly caution you against changing your mind about your required textbook. If the information is already published in the CVA Virtual Bookstore, any student who has already purchased another textbook you had listed may not be able to get a full refund. MBS Direct has a very good return policy, but students may be purchasing their textbooks from other sources.

2. Required Readings and Coursepacks

If you chose to use readings from various sources, along with, or in place of a textbook, you can consider these options.

- a. You can place one or, if your class is large, two copies of various readings in the library for students to read or copy. This would be acceptable if this is a one-time class and the material will not be routinely used from semester to semester. These can be chapters from books, journal article, etc. For more information please see "What May Be Placed on Reserve" and "What May Not Be Placed on Reserve" on the following page.
- b. You can create a coursepack of all the readings you will be requiring, print the packet and sell them to students in your class. You should be using a coursepack if the material is used on a regular basis from one semester to another. In order to legally reprint and

distribute the readings, you must obtain copyright clearance for each item in the packet. Some copyright holders may waive any royalty fees. Others will charge you for the use of their material. The right to use the item is for one class only and is not transferable from semester to semester. **It is your responsibility to get the copyright clearance.**

Here are some ways to obtain copyright clearance. For all options you must allow plenty of time (a minimum of 10-15 weeks) for getting the permission.

- a. You can contact the Copyright Clearance Center. Their web site is at <http://www.copyright.com> and is a good place to start. If they are able to obtain the copyright clearance for you, you will pay them any permission fees.
- b. You can work with MBS Direct and have them do the research and reprinting for you. You submit to them the information and they will let you know what the cost will be for the packets to be sold to the students. MBS Direct needs a minimum of 10 weeks prior to the start of classes to work on getting the copyright clearance. Please contact Jean for more information.
- c. You can contact the copyright holder and request permission. This is often the publisher, rather than the author. You must obtain your own copyright clearance agreement from the copyright holder and pay any permission fees.

Once you have obtained the copyright clearance you can have the items reprinted.

- a. You make your own photocopies and sell them to your students. Generally you cannot charge more than the cost of the printing and fees.
- b. You can supply MBS with a clean copy and they will create the coursepack and sell them via the CVA Virtual Bookstore. They can do this if you have used them to obtain the copyright clearance or if you obtained the permission from another source.

For more information on academic coursepack, we recommend the web site "Stanford (University) Copyright & Fair Use - Academic Coursepacks" found at:

http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter7/7-a.html

3. Class Reserve Policies

Faculty members may put materials on class reserve such as CVA library items, photocopies of articles, personal copies of books, magazines, video recordings, slides, etc. All materials brought to the CVA library for reserve must meet the "fair use" standard as outlined by the Copyright Law of the United States (Title 17 of the United States Code).

What May Be Placed on Reserve

- a. Any item owned by the CVA library
- b. Personal copies of books, video recordings, slides, etc.
- c. Photocopies of articles, a short story, poem or essay, a single chapter of a book (or less than 10% of the book), a chart, diagram, graph, drawing, etc. that meet fair use guidelines for brevity, spontaneity, and effect on the market.
- d. Lecture notes, problem solutions, etc.
- e. Any material for which copyright clearance had been obtained.

What May Not Be Placed on Reserve

- a. Photocopies of a complete book or of a substantial portion of a copyrighted work, unless copyright clearance has been obtained.
- b. "Consumable" publications such as standardized tests, exercises, or workbooks.
- c. Books or other items obtained through Interlibrary Loan.
- d. Books from other libraries.

How to Place Materials on Reserve

- a. The library staff will automatically put on class reserve any required textbook that is already in the library collection. If the book is put on class reserve it may not be checked out. We do not purchase every required textbook. You will be notified whether the book is available from our collection, if it will be purchased and added to the collection, or if it will not be purchased. In some instances our library copy of a textbook might be a previous edition. We will let you know this and also have that information on the reserved book. It may occur that an older edition will not contain all the information a student will need to complete the course work, although in many instances an older edition will have the complete information as in a later edition.
- b. If you want to place other CVA collection items on reserve, you must supply the library staff with a list of titles or come in and pull the item from the collection. We would prefer that you contact the staff during normal business hours (Mon.-Fri. 8-4:30 p.m.) or by e-mail. It is not the library's staff responsibility to determine what items might be appropriate for your class when you simply ask the staff to put on some books about a certain subject or artist. The staff will only put on reserve specific titles.
- c. For personal items and photocopies we would prefer that the materials be brought to the library during normal business hours (Mon.-Fri. 8-4:30 p.m.) and put on Jean's desk. Please give the library staff adequate time to place materials on reserve. Materials should be in the possession of library staff at least 2 working days prior to their expected availability for student use. Please be sure to get the material to the library staff before you announce the reading in your class. We have had students coming in asking for reserve items only to be told that the faculty member has not brought in the items. You must let us know if you want the item to circulate or not. We suggest that all books be non-circulating, i.e. they can only be used in the library. If two copies of a photocopy are on reserve, we suggest that the first copy be non-circulating and that the second copy be available for 2-hour check out. Please remember that reserve materials are occasionally lost or damaged during the course of a semester. The library attempts to monitor use of personal items, but is not responsible for lost or damage to these items. It is the responsibility of the faculty member to remove any personal items or photocopies placed on reserve by the end of the semester.

- d. Photocopies of copyrighted materials will be placed on class reserve only under the following conditions:
- 1) The first page must include copyright information (Copyright © [name], [year]), full bibliographic information for the work, your name and the class name. The copyright information is often included on the first page of a journal article, and is normally found on the title page in books. Full bibliographic information for a chapter/section of a book would include the title of the book, author/editor, publication information and date. For an article from a periodical, you would include the title of the journal/magazine, volume number, issue number (if applicable), page numbers (if not visible) and date. **We will not process your reserve materials until you provide the required information.**
 - 2) Use of the photocopied material must comply with the College of Visual Arts' interpretation of "fair use" as outlined above under "What May Be Placed on Reserve" and "What May Not Be Placed on Reserve".
 - 3) We suggest that you supply the library with one photocopy per ten students in the class.
 - 4) The library staff is not responsible for making any photocopies.
 - 5) If you have more than one article in a packet, it would be useful to have the pages numbered continuously. When students make photocopies it is very easy for the pages to get out of order.

4. Contact Information

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