The following is a statement of copyright policy for Curry Library, William Jewell College:

Curry Library intends to abide by the Copyright Law of the United States. (Title 17, United States Code, Sect. 101 et seq.) The purpose of the Copyright Law is to give fair and proper use of materials with due regard to the rights of those responsible for the works. The Copyright Law prohibits copying not specifically allowed by the Fair Use Guidelines (Sect. 107).

For purposes of this policy print material includes, but is not limited to, books, journal articles, music scores, charts, diagrams, pictures, published manuscripts and unpublished manuscripts. Non-print media includes sound recordings (Phonorecords, DVDs, CDs, and cassettes), videotapes, films, filmstrips and slides.

Copyright guidelines as they pertain to print materials are as follows:

1. Purpose and character of the use is for nonprofit educational purposes and the following conditions apply:
   a. Nonprofit character of use:
      i. This means that the copies are for use in the nonprofit educational setting and no charge is made for the copies.
      ii. The use of material is spontaneous:
      iii. This means that the teacher or patron makes copies at own volition and that the need is immediate, not allowing time to seek permission.
      iv. Any other extended use, such as reserve for more than one term, needs permission from those responsible for the work.
   b. Number of copies made:
      i. Single copies may be made for private research.
      ii. Multiple copies are permitted for class use as long as only one copy per student, copies are not distributed outside of class, and limited copies are used each term. Such copies may not be incorporated in a collection or anthology.
   c. Nature of the copyrighted work
      i. Newspapers and news magazines offer greater latitude in copying.
      ii. Textbooks and other school materials permit very little copying, especially in the case of worksheets and other consumable work.
      iii. Performance material copying is limited.
d. Amount and substantiality of the portion used in relation to the work as a whole.
   i. Effect of the use upon potential market value of work
      1. A chapter from a book
      2. One article from a periodical or newspaper
      3. One essay or poem from a collection
      4. No repetitive copying of same material is permitted
   ii. If copying of material displaces a sale, it is not in compliance with fair use
guidelines.

Copyright guidelines as they pertain to non print material are as follows:
1. Sound recordings (phonograph records, CDs, and cassettes)
   a. Single copies of recorded music may be made in two circumstances
      i. To record the performance of students for the purposes of evaluation or rehearsal
      ii. To construct aural exercises for students
      iii. Works may not be duplicated or copied to another format to preserve the
           original. Under section 108(c), a librarian may replace a lost, damaged, stolen or
deteriorating work only after the destruction has occurred.
2. Performance of copyright protected videos and films
   a. May be used when:
      i. It is shown as a part of the instructional program
      ii. It is shown by teachers, students or guest speakers
      iii. It must be shown in a classroom, library or place normally devoted to instruction
      iv. It must be shown in a face-to-face teaching situation
      v. Must be shown only to students or teachers
      vi. Copyright notice must be included and it must be a legitimate copy
   b. May NOT be used when:
      i. It is for entertainment or recreational purposes and unrelated to a teaching
         activity
      ii. It is shown to an audience other than students or teachers
      iii. It is transmitted from an outside location (such as closed circuit)
      iv. An illegally acquired or duplicated copy may not be used
   c. Before duplication of a copyright protected film or video in its entirety the user should
      obtain written permission from copyright owner.
d. Converting the format of a film (example: from 16mm to video) is depriving the copyright owner of revenue, thus is infringement.

All other copying not in accordance with these fair use guidelines must be covered by a licensing agreement or specific permission from those responsible for the work. Any infringement of the Copyright Law is the liability of the person requesting the copying.

Curry Library purchases a sufficient number of copies of computer programs to fulfill its needs. All software is properly licensed to Curry Library and the original program disk is used on Curry Library equipment. Any use of unauthorized software on Curry Library's computer equipment is not allowed and infringement is the responsibility of the person using the unauthorized software.