

You're here to learn, to grow,  
to think, to search and  
to graduate.

We're here  
to help.

# Carl Johann Memorial Library

## Policies & Procedures Manual

Hours .....	2
Staff .....	2
Mission and Values .....	3
Patron Code of Conduct .....	4
Circulation Policies.....	5
General Circulation .....	5
Staff Dependents .....	5
Community Borrowers.....	5
Special Circulation Regulations.....	5
Reserve Materials .....	6
Fines and Lost Books.....	6
MOBIUS.....	6
Inter-Library Loan .....	7
Culver-Stockton College Campus Printing Policy.....	8
Collection Development Policy.....	10
Copyright Policy.....	11
Copyright Law .....	11
Fair Use .....	11
Statement on the Digital Transmission of Electronic Reserves .....	11
Agreement on Guidelines for Classroom Copying in Not-For-Profit Institutions with Respect to Books and Periodicals.....	12
Guidelines .....	12
Definitions.....	12
Guidelines for Off-Air Recordings of Broadcast Programming for Educational Purposes .....	14
Copyright Compliance.....	15
Culver-Stockton College Archives .....	16

## Hours

---

**Academic Year:** The library is generally open at the following times during the academic year with exceptions noted in campus-wide announcements or posted throughout the building:

Monday, 8am – 11:30pm  
Tuesday, 8am – 11:30pm  
Wednesday, 8am – 11:30pm  
Thursday, 8am – 11:30pm  
Friday, 8am – 5pm  
Saturday, 1pm – 5pm  
Sunday, 1pm – 11:30pm

**Summer:** The library is generally open at the following times during the summer with exceptions noted in campus-wide announcements or posted throughout the building:

Monday – Friday, 8am – 5pm  
Saturday – Closed  
Sunday – Closed

## Staff

---

For one-on-one research help, please feel free to make an appointment with any of our staff members:

Amber Strub-Lay, Reference and Catalog Technician  
Liaison to the Business, Education, and Law Division  
astublay@culver.edu

Julie Wright, Circulation and Technology Coordinator  
Liaison to the Fine, Applied, and Literary Arts Division  
jwright@culver.edu

Katie Marney, Director of the Carl Johann Memorial Library, History Lecturer  
Liaison to the Applied Liberal Arts and Sciences Division  
kmarney@culver.edu

## **Mission**

---

The Carl Johann Memorial Library supports the mission of Culver-Stockton College by offering a broad collection of academic resources online and in print, by providing research training and information literacy instruction, and by fostering an environment conducive to learning and the open and free exchange of ideas and knowledge.

## **Carl Johann Memorial Library Values**

---

- Support of Academic Excellence and Scholarly Inquiry
  - The library staff encourages self-led learning and intellectual curiosity
  - The library staff encourages scholarly investigation and open academic discourse
  - The library staff provides access to alternative modes of scholarly communication, including open access scholarship
  - The library staff sees the library as a multifunctional learning space, and encourages information literacy instruction in classrooms and one-on-one
  - As curators of academic content and custodians of intellectual output, the library staff collects and preserves scholarly materials that reflect a multiplicity of perspectives
  - The library staff supports instruction in information literacy that fosters academic success
  - The library staff believes that the development of information competency is integral to higher education
  
- Respect through Service and the Development of Diverse Collections
  - The library staff always seeks to improve the user experience
  - The library staff is dedicated to diversity and considers every kind of student, faculty member, or patron of the library when developing the user experience
  - The library staff believes that each student, faculty member, or patron is unique and important, and treats all with equal respect and courtesy
  - The library staff always tries to provide students, faculty, or patrons with excellent and efficient service
  - The library staff implements thoughtful design and discovery systems for materials
  - The library staff encourages differences in perspective, opinions and ideas
  - The library staff fosters an environment that is safe, comfortable, inclusive and diverse
  
- Communication and Collaboration
  - The library staff will design collections and services in step with Culver-Stockton's current academic programs and future academic programs
  - The library staff recognizes the importance of campus-wide communication and collaboration, and always tries to reach out to all segments of user communities
  - The library staff shares information and seeks feedback from the campus community about decisions that shape the library
  - The library staff supports university priorities and initiatives by staying abreast of changes to curriculum and by facilitating communication across departments, divisions, and disciplines

## **Culver-Stockton College Library Patron Code of Conduct**

---

The Carl Johann Memorial Library at Culver-Stockton College is a community of scholars, students, and public patrons. As a supportive learning environment, this community necessarily must be free of disruptive, threatening, and illegal behavior. As C-SC has a code of conduct for students and guests, so the library has a code of conduct for all of its patrons. Violation of any portion of this code, or of any laws, shall subject the offending party to liability for loss or damage, deprivation of privileges of the library, or other disciplinary action already stated in the C-SC Code of Conduct. Maintaining an environment that is conducive to scholarly pursuits is a critical tenant of the library's mission, and this code facilitates that mission.

### **Interacting with the library's physical space, and the library's food and drink policy:**

As the library is a shared space, it is important to keep it in good order so that all visitors might be comfortable while utilizing its many resources. The library is owned by its patrons, and as shared owners, all must be responsible for its care and maintenance. Please leave library resources, furniture, and equipment *where* you found them and *how* you found them (or in better condition, if possible). The library asks that you leave no trace in the library, the same ethical guideline you might follow while camping or using a public outdoor space, and that means

- Disposing of waste and recyclable materials properly
- Consuming food and beverages in The Lab or other appropriate venue, and in the event this is not possible, bringing food and drinks in appropriate containers
- Abstaining from smoking or using other tobacco products (namely chewing tobacco, as this has great potential to damage library materials) in accordance with campus-wide prohibitions
- Avoiding damage to library materials or facilities
- Alerting the library staff immediately if a spill takes place or other damage occurs to library materials/facilities
- Preserving the space for all users at present and in the future

Patron comfort in the library environment is critical to the library's mission, and so the following actions are prohibited:

- Disruptive behavior, such as loud talking, shouting, listening to audible devices without headphones or talking on cell phones in a manner that disturbs others
- Sleeping on library furniture or rearranging library furniture for sleeping/lounging
- Neglecting to provide supervision of small children
- Leaving packages, backpacks, luggage, or any other personal items unattended
- Verbally or physically harassing or threatening other patrons or staff, including stalking, staring, or lurking
- Entering the library or library grounds during a period of exclusion, trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after library operating hours, or remaining on library property once excluded

### **Enforcement of the Patron Code of Conduct:**

When appropriate and according to staff discretion, the library staff will ask a patron to cease a particular behavior, ask said patron to leave, or will refer said patron to the office of the Dean of Students or campus security. The above lists are not exhaustive, and library staff members have the authority to address problematic behaviors as they see fit.

## **Circulation Policies**

---

### **General circulation**

- Check-out periods for all local patrons (including students, faculty, staff, staff dependents, and community borrowers):
  - Books – 28 days
  - Blue Box DVD New Releases – 1 day
  - DVDs/Audio CDs – 7 days
  - iPads – 7 days
  - Kindles – 7 days
  - Laptops and other Equipment – 1 day
  - MOBIUS materials – 28 days
- Maximum Checkout Policies:
  - Students: 10 items
  - Senior Seminar Students: 20 items
  - Faculty/Staff/Staff Dependents: 20
  - Community Patrons: 10 items; only 2 DVDs may be checked out at a time.
- Renewal periods--Patrons may renew books for one additional 28 day period for books, and 7 days for AV materials. All MOBIUS patrons may renew books for 28 days.
- “Holds” and “recalls”
  - Students, faculty, professional and support staff, and community borrowers may place a “hold” on materials currently checked out to another person. A “hold” means that the requester will be placed in a queue, which will allow access to the book when it becomes available.
  - Students, faculty, professional and support staff may request a “recall” of books currently checked out to another person, provided the patron who currently has the book has had use of it for at least four weeks. A “recall” requires the patron currently charged with the book to return the book within 5 working days so that the next person in the queue may use it for at least four weeks.

### **Staff Dependents**

Dependents of C-SC staff members may use their campus-issued dependent ID as their library card. Circulation policies for staff dependents are the same as other campus employees, and staff dependent accounts are tied to the staff member’s account. Staff members will be contacted if their dependents’ accounts accrue fines in accordance with their preferred method of contact. Staff dependents cannot renew, hold, or recall materials online, and they cannot check items out through MOBIUS, however, the staff member may do this on their behalf using their login authorization.

### **Community Borrowers**

Members of the community may apply for a Community Borrowers card by completing a Johann Memorial Library Community Borrower Card Application. There is no charge. The checkout periods and fines remain the same as for students, but Community Borrowers may only check out 2 DVDs at a time. Community Borrowers under the age of 18 must have a parent or legal guardian complete the application. The library’s primary method of communication with account holders is via email. Therefore, a valid email address is required for all accounts. Community Borrowers are not eligible to check out reserve materials or MOBIUS/Prospector items.

### **Special Circulation Regulations**

Some materials must be used in the library, namely all Reference materials (designated with an “R” in the call number) must be used in the library, all periodicals, newspapers, and magazines must be used in the library or THE LAB, and all two-hour reserve materials must be used in the library.

### **Reserve materials**

Faculty members may choose to place library materials on reserve for one day, two days, or two hours. Holds may be placed on reserve materials. Items placed on reserve must be submitted to the library staff at least one full day before it is to be checked out. Faculty members are responsible for providing all materials, whether they are personally-owned items or library-owned items. The following information needs to be included upon submission: (1) Professor's name; (2) Course(s) name and number; (3) Checkout time – 2 hours, 1 day, or 2 days.

Personal material placed on reserve will be bar-coded and security targeted. Before withdrawing an item from course reserves, the professor must consult with the library staff so that the staff can withdraw the item's information from the catalog. Personal material will be placed in campus mail or will be available for pick up. Library owned material will be returned to circulation.

### **Fines and Lost Books**

The library staff levies a fine on overdue, damaged, or lost library materials. Library privileges are withheld until outstanding fines are paid. The College expects reimbursement for lost or damaged library materials. Materials will be inspected upon return to ensure that no damage has occurred to items. Materials having multiple components (e.g., multi-disc DVD sets) will not be checked in until all pieces have been returned. Items unable to be checked in because they are damaged or missing components will be charged overdue, damaged, or missing item fines as necessary, and it is within the purview of the library staff to assess each case accordingly.

Most materials carry a \$0.10 fine for every day the item is overdue and the library is open. Other special cases include the following:

- Reserve books: \$1.00 a day for two-day reserves and \$.25 per hour for two-hour reserves.
- Blue Box New Releases: \$1.00 per day for 10 days, and \$5.00 per day thereafter.
- AV Equipment (i.e., laptop computers, iPads, Kindles, digital projectors, screens, digital cameras, and digital video cameras): \$10.00 per day.

Patrons pay the actual replacement cost for each Culver-Stockton College owned item lost plus a \$30.00 service charge if any of the following apply: (1) the item is not returned by the end of the semester; (2) patrons report the item damaged, lost or stolen.

Books that have been returned but have already been processed as billed will be assessed and fines will be adjusted by the library staff on a case-by-case basis. The lost book fee for a MOBIUS item is \$100.00, plus a billing/processing fee of \$20.00. At the end of every semester, all items not returned to the library are assessed and billed, and fines are then managed by student accounts and financial aid.

### **MOBIUS**

MOBIUS members have three methods of lending materials among institutions. These methods are traditional interlibrary loan, direct patron borrowing through the MOBIUS catalog, and the visiting patron option of direct patron borrowing.

#### *Traditional Inter-Library Loan*

Traditional interlibrary loan is available to all MOBIUS members and covers both returnables and non-returnables. Requests are to be turned in to a library staff member.

#### *Direct Patron Borrowing*

Direct patron borrowing through the MOBIUS catalog is available to Culver-Stockton College faculty, staff, and students, as long as the patron has no overdue items or unpaid fines. Patrons issue online requests for materials in the union catalog and the system determines where to direct the request. Direct patron borrowing in the MOBIUS

catalog is limited to returnable items. MOBIUS members will not charge each other for direct patron borrowing within the MOBIUS catalog, but there are MOBIUS imposed limits on the number of requests that a patron can initiate. Faculty and staff are limited to 20 items, while students are limited to 12.

#### *Visiting Patron Option*

The Visiting Patron option of MOBIUS direct patron borrowing allows a patron to visit another MOBIUS institution and check out materials. For it to be available, both the lending library and the patron's library must be participating in MOBIUS direct patron borrowing using the INN-Reach software. The INN-Reach system verifies the patron in his local cluster patron file. Borrowing using the Visiting Patron option falls outside the load leveling capabilities of the system. If a library feels the patrons of another MOBIUS library are abusing this privilege, it will contact the library to resolve the problem.

#### *MOBIUS Lost Book Policy*

The policy outlined below is to be followed if a patron loses or fails to return a book borrowed from a MOBIUS library other than the patron's home library. A lost book is defined as a book that has been received by the borrowing library but not returned. The patron's home library is responsible for collecting any fees and reimbursing the lending library for lost or damaged materials. Borrowing libraries agree to vigorously pursue getting materials back from their patrons.

- Patrons will receive 2 overdue notices and a bill for materials borrowed through the InnReach system that are not returned to the lending library. The first notice will be produced when the book is 5 days overdue and the second notice will be produced when the book is 30 days overdue. A bill will be produced when the book is 45 days overdue.
- The lost book fee is \$100.00 plus a billing/processing fee of \$20.00. The borrowing library can waive the billing fee if the book is returned. If the book is not returned, the lost book fee and \$20.00 processing fee will go to the lending library.
- Borrowing libraries will block patrons who have been billed (books are 45 days overdue). This blocking will be done monthly as part of the processing of the institutional overdues reports. Borrowing libraries may block patrons earlier if they so choose.

#### **Inter-library Loan**

The Missouri State Library, in conjunction with other state libraries, developed the following policies to govern interlibrary loan activities.

- The Library can request and receive no more than 5 copies of recent articles (published within 5 years of the date of the request) from the same periodical title within a calendar year. The five copies may be the same article (one copy per request) or a combination of different articles from that publication.
- An individual can request and receive no more than 1 copy of any 1 article in any single volume of a recently published periodical (published within 5 years of the date of the request).
- The administrators of lending libraries expect that borrowing libraries will exhaust the resources in their own collections before resorting to borrowing from other libraries.
- The Library Staff cannot ordinarily request the following types of materials from the interlibrary loan: materials for Reserve or class use; large collections of materials on one subject; or multiple copies of one title, items currently on the best seller lists, or audio-visual items.
- Lending libraries rarely allow renewal. Interlibrary loan materials should be used promptly and returned on time.

Culver-Stockton Library has the following additional policies governing interlibrary loan transactions:

- Patrons will be expected to pay any fees that may be charged by the lending library. The amount may vary.
- Generally, interlibrary loan services are not available to community borrowers of the Culver-Stockton Library.
- Patrons will pay \$.25 per day for overdue interlibrary loan books.

### **Culver-Stockton College Campus Printing Policy**

Overview: Culver-Stockton has implemented a printing policy that will reduce paper and toner waste and more fairly distribute costs for printing to users who consume the most paper. Each student will be allotted \$25 on their PaperCut account per year. This allotment applies to copies and print jobs made on any college-owned printer whether in the library or in labs. The software that manages your print jobs is PaperCut™

1. Students receive \$25 credit per year on their PaperCut™ account. This is equivalent to 500 black and white copies. When the student logs into a library computer, their balance will be indicated in the upper corner of the screen.
2. Black & white prints are 5¢ each.
3. A color printer is available for students in the library office. Color pages cost \$.15 each.
4. To add money to the student's balance, go to the Business Office in HEN102 to offer payment for additional prints.
5. Individual print jobs are limited to 30 pages per job, or 25MG.
6. Unused copies may not be carried over from one academic year to the next, nor will the College issue refunds.
7. PaperCutMF is a WEB Print option that allows students to print to campus printers through the Internet from laptops or off-campus. Go to <http://papercut.culver.edu:9191/user> and log in using the student MyCulver username and password. Detailed instructions are below.

### **PaperCut Web Printing**

**PaperCut Web Printing allows you to send a print job to one of the available print queues located around campus via the intranet. The job is held in the print queue until you login to PaperCut and release (or cancel) the job. The number of copies/pages are then deducted from your PaperCut print account.**

#### **To send a print job to Web Printing:**

- Create an shortcut/bookmark (<http://papercut.culver.edu:9191/user/>)
- Login with username and password (same as MyCulver)
- Click on Web Print
- Click on Submit a Job
- Select the printer to send the print job – **SEE LIST OF PRINTERS BELOW**
- Click 2. Print Options and Account Selection (lower right hand corner)
- Enter a number of copies
- Click 3. Upload Documents (lower right hand corner)
- Click Upload from computer and select file(s) – will appear in upload box
- Click Upload and Complete (lower right hand corner)



**To print job sent via Web Printing:**

- Go to the lab/library location where you submitted your print job.
- Click on the PaperCut Web Printing icon on desktop (or use the web url above)
- Click on Jobs Pending Release
- Click Print or Cancel Action of the job(s) to release
- Job will be printed and cost will be deducted from your PaperCut Balance
  - # of pages to be printed and cost is shown on job line – if you do not want to print, click Cancel

**To view your PaperCut account:**

- Login to your PaperCut account (above URL or any PaperCut Web Printing icon on desktops of labs)
- Click on the Summary link to view your balance, total print jobs and total pages.

**Additional prints can be purchased, 200 prints for \$10, in the HEN102.**

- \\gabriel.wildcats.loc\Library\_Commons\_Lab (B & W, 5¢ each)
- \\gabriel.wildcats.loc\LibraryComputerLab (B & W, 5¢ each)
- \\gabriel.wildcats.loc\LibraryOfficeCopier (COLOR, 15¢ each)

## **Collection Development Policy**

---

### **Rationale**

As the library's budget is not infinite, a selection policy must guide collection development. The library staff will make every effort to gather input from the faculty on a regular schedule about collections and recommendations, and it is the library staff's responsibility to ensure the collection is balanced fairly and equitably. The library's mission and values (stated above) will guide collection development practices, as will the Culver-Stockton mission and values.

The Carl Johann Memorial Library Collection Development Policy attempts to fulfill the following objectives:

- To provide resources, services, and learning opportunities for the students of Culver-Stockton in accordance with the educational goals and aims of the college
- To serve the needs of the faculty, administration, and staff by purchasing or securing through MOBIUS or ILL resources necessary for study, research, or in the conduct of college business
- To develop a collection that accommodates the depth and breadth of an undergraduate education and that provides necessary research materials for advanced or graduate degrees as the college develops these

### **Policy for Gifts**

The library staff may accept gifts, with the understanding that such gifts will have no restrictions placed on their use or on their disposal when their usefulness has ended. All gifts are subject to the same selection criteria as materials being considered for purchase. The library staff may make no tax evaluation of gift materials. The donor will be responsible for appraisals.

### **Collection Maintenance**

The removal of materials of limited usefulness is essential to maintaining the quality of the collection. The process of maintenance requires the expertise and input of the faculty, but as stated before, the library staff is ultimately responsible for the creation of a balanced collection. Books of unusual merit or rarity will be preserved as feasible.

The library staff will consider the following factors when maintaining the collection:

1. Value to the collection
2. Physical condition
3. Number of copies in the collection
4. Coverage of the subject by other materials
5. Age or obsolescence
6. Use
7. Rarity in MOBIUS or WorldCat

## Copyright Policy

---

### **The Copyright Law**

The Copyright Law (U.S. Code, Title 17) was established to balance the rights of authors, composers, performers and other owners of intellectual property, with the rights of users.

### **Fair use**

Section 107 of the Copyright Law allows for the "fair use" of a copyrighted work for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. Additional guidelines permit multiple copies for classroom use under certain circumstances. The following four factors, taken together, determine what constitutes fair use.

### **The purpose and character of the use, including whether it is intended for commercial or non-profit educational use.**

This provision permits certain duplication of library materials for the purposes of scholarship, research, and teaching. Students and faculty members may make copies of protected materials for such uses, and librarians are permitted to make one copy of protected materials for a user upon the submission of a signed request with the adjoining copyright disclaimer statement.

### **The nature of the copyrighted work.**

In evaluating this factor, case history has taken into account whether a work is published or unpublished, factual or creative. In general, unpublished and creative works have been given more protection by the courts than published and factual ones. Fair use does not apply if a copyrighted work is intended to be consumed in the course of a class assignment (such as in the case of workbooks, text books, musical exercises, etc.).

### **The amount and substantiality of the portion to be copied as it relates to the work as a whole.**

This factor is related to the purpose of the use (no. 1 above), and is usually relevant in determining the degree of harm to the copyright owner (no. 4 below).

### **The effect of the use upon the potential market for, or value of the copyrighted work.**

Criteria used to determine adverse market effect include (a) accessibility of the work, (b) date of its creation or publication, (c) economic life of the work, (d) price, and (e) evidence of abandonment.

### **Statement on the Digital Transmission of Electronic Reserves**

Notwithstanding the provisions of section 106, the following are not infringements of copyright:

(1) performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made;...

The creation and transmission of digital audio file copies of copyrighted recordings of musical works for course reserves purposes is acceptable, under the following conditions:

1. Access to such digital copies must be through library-controlled equipment and campus-restricted networks.
2. Access to digital copies from outside of the campus should be limited to individuals who have been authenticated: namely, students enrolled either in a course or in formal independent study with an instructor in the institution.
3. Digital copies should be made only of works that are being taught in the course or study. Digital copies may be made of whole movements or whole works.

4. Either the institution or the course instructor should own the original that is used to make the digital file. However, the Library should make a good faith effort to purchase a commercially available copy of anything provided by the instructor.
5. The library should remove access to the files at the completion of the course.
6. The library may store course files for future re-use. This includes the digital copy made from an instructor's original if the library has made a good faith effort to purchase its own copy commercially.

### **Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals**

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 106 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

#### **Guidelines**

##### **I. Single Copying for Teachers**

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay, or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;

##### **II. Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright

#### **Definitions**

##### *Brevity*

(i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

(ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

(iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

### *Spontaneity*

- (i) The copying is at the instance and inspiration of the individual teacher.
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

### *Cumulative Effect*

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term. [The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

### III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  - (a) substitute for the purchase of books, publishers' reprints or periodicals;
  - (b) be directed by higher authority;
  - (c) be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Without infringing copyright, the public has a right to expect:

- to read, listen to, or view publicly marketed copyrighted material privately, on site or remotely;
- to browse through publicly marketed copyrighted material;
- to experiment with variations of copyrighted material for fair use purposes, while preserving the integrity of the original;
- to make or have made for them a first generation copy for personal use of an article or other small part of a publicly marketed copyrighted work or a work in a library's collection for such purpose as study, scholarship, or research; and
- to make transitory copies if ephemeral or incidental to a lawful use and if retained only temporarily.

Without infringing copyright, nonprofit libraries and other Section 108 libraries, on behalf of their clientele, should be able:

- to use electronic technologies to preserve copyrighted materials in their collections;
- to provide copyrighted materials as part of electronic reserve room service;
- to provide copyrighted materials as part of electronic interlibrary loan service; and
- to avoid liability, after posting appropriate copyright notices, for the unsupervised actions of their users.

Users, libraries, and educational institutions have a right to expect:

- that the terms of licenses will not restrict fair use or other lawful library or educational uses;
- that U.S. government works and other public domain materials will be readily available without restrictions and at a government price not exceeding the marginal cost of dissemination; and
- that rights of use for nonprofit education apply in face-to-face teaching and in transmittal or broadcast to remote locations where educational institutions of the future must increasingly reach their students.

### Photocopying for Reserve Use

- At the request of a faculty member, a library may photocopy and place on reserve excerpts from copyrighted works in its collections in accordance with guidelines similar to those governing formal classroom distribution for face-to-face teaching discussed above. The College believes that these guidelines apply to the library reserve shelf to the extent it functions as an extension of classroom readings or reflects an individual student's right to photocopy for his personal scholastic use under the doctrine of fair use. In general, librarians may photocopy materials for reserve room use for the convenience of students both in preparing class assignments and in pursuing informal educational activities which higher education requires, such as advanced independent study and research.
- If the request calls for only one copy to be placed on reserve, the library may photocopy an entire article, or an entire chapter from a book, or an entire poem.

In general with respect to College classroom uses, the standard guidelines should be followed:

1. The distribution of the same photocopied material does not occur every semester.
2. Only one copy is distributed for each student.
3. The material includes a copyright notice on the first page of the portion of material photocopied.
4. The students are not assessed any fee beyond the actual cost of the photocopying.

Requests for multiple copies on reserve should meet the following guidelines:

1. 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, 17 U.S.C. + 107(1) and (3).
2. 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, 17 U.S.C. + 107(1) and (3).
3. The material should contain a notice of copyright, see 17 U.S.C. + 401.
4. 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.) 17 U.S.C. + 107(4).

### **Guidelines for Off-Air Recordings of Broadcast Programming for Educational Purposes**

The following guidelines reflect consensus as to the application of "fair use" to the recording, retention, and use of television broadcast programs for educational purposes. They specify periods of retention and use of such off-air recordings in classrooms and similar places devoted to instruction and for homebound instruction. The purpose of establishing these guidelines is to provide standards for both owners and users of copyrighted television programs.

1. The guidelines were developed to apply only to off-air recording by nonprofit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days -- not counting weekends, holidays, vacations, examination periods, and other scheduled interruptions -- within the forty-five (45) calendar day retention period.
4. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than

once at the request of the same teacher, regardless of the number of times the program may be broadcasted.

5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

### **Copyright Compliance**

Culver-Stockton College is a member of the Copyright Clearance Center. CCC offers one-stop licensing for content reuse in courses, coursepacks, e-reserves and other copyright compliance issues. The Center offers a pay-per-use service to deliver instant permission to use and share content in paper or electronic format. Faculty and staff with copyright compliance requests should contact a library staff member for assistance.

**Mission Statement**

The mission of the Culver-Stockton College Archives is to keep significant, non-current records, historic memorabilia, and artifacts pertaining to Christian University, now Culver-Stockton College, accessible and organized according to current preservation standards.

**Archives Access Circulation:**

Access to the College Archives in rooms JOH 105, 107, 108, & 110 is available by appointment only. Appointments should be made with a library staff member who will accompany visitors to the archives. Normally, the archival materials will not be circulated. The materials are available for in-house use. In-house use means the materials may be reviewed in the archives or in the library on days when the staff is present and available. The library staff must approve exceptions to the above statement. All items must be signed out in the name of the person requesting use of said items, even those remaining in the Archives for perusal. These items must be signed back IN when returned. Most materials may be photocopied following the normal copyright guidelines applied to other materials. Some fragile materials cannot be photocopied due to their physical condition. This judgment is to be made by the library staff.

**Lost or Damaged Materials:**

Most archival materials are irreplaceable. In cases where a replacement can be obtained, the borrower will pay the replacement cost of the item.

**Archival Materials Selection Policy:**

In case judgment is necessary for the receipt of a gift to be given to the C-SC Archives, a committee consisting of the giver's contact persons, the Director of Alumni, the Library Director, and the Director of Development will meet to review and decide on the appropriateness of the acceptance. The Archives will maintain a collection of college artifacts of historical significance as necessary. The CU/C-SC Archives does not routinely maintain genealogical records or materials except as they pertain specifically to the college.

The Archives will normally maintain at least one and no more than five copies of the following items:

- Every publication of the college
- Programs of college events
- Publications of college employees or students
- Publications of college recognized clubs or associations
- Photographs of college events
- Newspaper clippings relating to the college
- Publications of significance to the history of the Christian Church (Disciples of Christ)

The Archives will accept gifts of items for inclusion under the following guidelines:

1. Item(s) must have personal relevance or historic connection to CU– C-SC
2. Item(s) must be notated as to their origin with specific donor information and any other facts concerning the gift.
3. The library staff reserves the right to remove any donated items posing potential damage to the rest of the collection.

**Guidelines for Preservation of Archival Materials**

Archival materials will be preserved according to current preservation standards as economically feasible. Every effort will be made to preserve originals when the value of having an original document is important. Materials found to be disintegrating may be encapsulated or they may be photocopied or otherwise digitized.



Normally archive materials will be preserved in perpetuity if possible, but in some cases it may be necessary to remove some items for any of the following reasons:

1. Non-intrinsic historical value to the collection
2. Physical condition of the item, mold for example, poses a danger to the rest of the collection
3. Over number of copies of a particular item in the Archives
4. Items of historical significance to Canton or Lewis County and not specifically to Culver-Stockton College will be offered to the Lewis County Historical Society.