

ODU Library's Faculty Guide to Copyright and Reserves

When ascertaining copyright compliance for items to be placed on reserve, consider these questions:

If you answer **YES** to any of the five questions below, then...

- ✓ Does the work to be placed on reserve pre-date 1923?
- ✓ Is the work produced by a government agency?
- ✓ Is the material produced by you, the instructor, personally?
- ✓ Is the work to be placed on reserves in its original published form (not copied), and is it owned by either the library or the instructor?
- ✓ Is the work already available to ODU students in electronic format?

If you answered **NO** to the questions above, consider those on the right

**No
Copyright
Permission
Needed!**

- ✓ Is the material copied for educational purposes?
- ✓ Is the nature of the copied material more factual than creative?
- ✓ Is the amount of material copied approximately 10% **or less** of the entire work?
- ✓ Will copying the work have minimal negative impact on its sales?

If you answered **YES** to at least three of the questions above, **and** this is the **only term** the work will be placed on reserve, then...

If you answered **NO to most or all of these questions, then copyright permission must be obtained from the copyright holder to legally put the item on reserve.**