



Copyright in University Libraries Course Reserves

Ball State University Libraries support instruction by making books, articles, audiovisual and other materials available through physical and electronic course reserves. Reserve requests may only be submitted by instructors through the Libraries' [Course Reserve Request System](#).

In order to comply with U.S. Copyright Law in making course reserves available, the following considerations apply:

Physical Course Reserves

- Books, print journal issues, audiovisual media, and instructor notes/handouts in their original format may be placed on reserve, with a circulation period ranging from a couple of hours to a week. Course reserve circulation options are listed in [this document](#).
- All materials on physical reserve must be part of the Libraries' circulating collections or part of the personal/departmental collection of the instructor.

Electronic Course Reserves

- Portions of copyrighted books and journal issues that are owned by the Libraries, instructor, or department may be scanned and made available to enrolled students through a password-protected site. The Libraries will include a notice with all copyrighted articles and book chapters.
- The fair use provision of U.S. Copyright Law does not provide specific limits on the amount of material that may be placed on electronic course reserve. Instructors should make a good faith effort to evaluate whether or not their request complies with copyright law; the Libraries may usually place materials on e-reserve if they fall within the guidelines below. In no case may the entirety of a copyright protected work be placed on electronic reserve and requests in excess of the guidelines below will require further consultation with the Copyright and Scholarly Communications Manager.
 - Journals: 1 article/journal issue over the course of a semester
 - Newspapers: under certain circumstances 1 article/newspaper issue over the course of a semester
 - Books: 10-15% or 1 chapter, whichever is shorter
- In order to comply with the fair use provision of U.S. Copyright Law, access to electronic course reserves will cease after one semester. Instructors must submit a new request to make material available in subsequent semesters.



- Materials that have been created primarily for educational purposes, such as textbooks or workbooks, may not generally have any content placed on electronic reserve.

Special requests for exceptions may be referred to the Copyright and Scholarly Communications Office. Exceptions are rare and analysis and approval by the Copyright and Scholarly Communications Office is required.

- Portions of films may be made available to enrolled students in streaming format under certain conditions; see the Libraries' guidelines on [Copying and Distribution of Video for Educational Purposes](#).

Library Databases

The Libraries also pay licensing fees to enable the Ball State community to access and make use of some copyrighted materials in research and teaching. Links to materials in our licensed [databases](#) and [e-journals](#) may be inserted directly into your Blackboard or Canvas course website. This includes links to streaming films available through [Kanopy](#).

Note that the terms of these licenses **prohibit** instructors from uploading PDF copies of journal articles into their course websites. Materials from Harvard Business Publishing may not be incorporated into course websites or electronic reserves without explicit permission from the publisher; Ball State's license to this material only allows access for private research use.

Materials obtained from another library's collection via interlibrary loan (ILL), whether physical or electronic, are only for the personal use of the individual requesting the content. Such materials may not be distributed by instructors or library staff via electronic reserves, Canvas, or any other means.