

Washington University School of Medicine
BERNARD BECKER MEDICAL LIBRARY

Faculty members please note that the Becker Library's e-reserve policy has been revised. The library has reviewed *its electronic reserve* policy to make sure it is in compliance with all provisions of the copyright law. The new policy may involve fees being billed back your department. Please review your e-reserve list(s) carefully since charges may be involved with processing future e-reserve requests. This new policy will go into effect in January, 2008.

Most of your e-reserve material will fall into one of the following categories.

- Published **material owned** by the library in **electronic format** may be placed on e-reserve without any copyright violation. The law requires the library create a link directly to the reserve material. The library will no longer place a pdf of the article on e-reserve.
- Published material **not owned** by the library in **electronic format** may be placed on e-reserve for **one semester** without obtaining copyright permission. Very little e-reserve material falls into this category.
- Published material **not owned** by the library in **electronic format** can be placed on reserve **for more than one semester** but **requires** copyright permission. **Permission** must be obtained for **each semester** the material is placed on e-reserve. Obtaining permission once does not cover multiple semesters.

The Becker Library will be responsible for obtaining copyright permission for e-reserve material. Most of the permissions can be obtained from the Copyright Clearance Center. The CCC charges a fee for granting permission. These fees vary depending on the material and the number of users. To arrive at the cost of using copyrighted material for a class, the fee must be multiplied by the number of students in the class. For example, the *New York Times* charges a \$2.00 copyright fee per article. To place a NYT's article on e-reserve for a class of 25 students, the fee would be \$50.00 per semester. **These fees will be billed back to the department.**

Permission for some material will not be available from the CCC. In these cases the library will contact the publisher for permission. Please be warned, this process is usually tedious and slow.

The staff is reviewing your current e-reserve list to determine how much of the material falls into category three and the approximate charges. Please call me if you have any questions regarding these changes.

Carol Murray