

3341-3-49 Music Library Copyright Restrictions- Undergraduate.

Applicability	All University units
Responsible Unit	Office of the Provost
Policy Administrator	University Libraries

(A) Policy Statement and Purpose

This university policy is part of the Undergraduate Catalog. The Undergraduate Catalog provides university academic policies and information about program requirements. The **Undergraduate Catalog is updated each semester**. Colleges and departments may have additional or more specific requirements or policies that relate to an individual program. Students are advised to become familiar with the Undergraduate Catalog as well as specific requirements and policies related to their degree program.

(B) Policy

Please refer to the following guidelines when making requests for copies of recorded items. These guidelines are in compliance with the federal copyright law and are intended to assure the "fair use" of all recorded materials.

Notice--warning concerning copyright restrictions--The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess or "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment fulfillment of the order would involve violation of copyright law.

- (1) All recording requests must be for presentation use only. Students may not request recordings for class study use as a substitute for reserve listening or for applied lessons. Copies cannot be made of recordings placed on class reserve.
- (2) Only selections of a recording will be transferred; requests for transfers of entire albums or album sides cannot be honored.
- (3) Requests submitted Monday through Thursday will be available within forty-eight hours; Friday through Sunday requests will be available the following Tuesday afternoon. While the timeliness of each order will depend on the volume of requests, the production office will make every effort to follow the above time schedule.
- (4) If necessary, we can deliver transferred tracks to you by e-mail. Otherwise, bring a blank CD to the Music Library when you submit a recording request.

If you have questions, please contact the Music Library at 419-372-2307.

Registered Date: March 24, 2015