

**REEVES LIBRARY
COPYRIGHT GUIDELINES
FOR MEDIA**

- Media includes videocassettes, DVDs, audiocassettes, and CDs (music or spoken word)
- The library's media collection does not include public performance rights except in those cases in which public performance rights come with the purchase.
- In all other cases, public performance is owned exclusively by the copyright holder.
- Videos and DVDs may be shown without the copyright holder's permission in classrooms under certain restrictions
 - Must be a non-profit educational institution
 - Use must occur in a space devoted to instruction
 - Use must be part of regular curriculum
 - Use must be only for the instructor and class members
 - Library Reserves constitute an extension of classroom teaching
 1. Such use is educational, not personal or recreational, and is part of the regular curriculum
 2. Such viewing comes under the classroom exemption of the copyright law which allows viewing in a classroom or other area used as a classroom including library carrels
 3. Students who are watching reserve videos and DVDs are doing so at the direction of their instructors
 4. Viewing is not timed, scheduled, promoted or otherwise advertised
- Private viewing in homes or dorm rooms is allowable under "fair use."
- All other showings must have the copyright holder's permission. Exceptions may be allowed if the showing has an educational purpose; e.g. if it is accompanied by a professor's introduction or Q&A session. However, the law is unclear on this point and obtaining permission is the safest way to go.

- The copyright holder's permission must be obtained before any media can be copied for the library collection.
- "Off-air" copies will not be added to the library collection without proof of permission to copy.
- The library will add recordings of in-class lectures, demonstrations, speeches, etc. since the copyright holder is the professor, student, or the institution.
- The library will add recordings of college or seminary programs if the participants are college or seminary personnel.
- The library will not add recordings of paid programs without proof of the performer's permission for the taping.

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