

FACULTY HANDBOOK, CHAPTER 6

College Libraries

TABLE OF CONTENTS

A.	THE LIBRARIES.....	2
B.	LIBRARY RESOURCES	4
1.	GUIDELINES FOR THE ORDERING OF PRINTED LIBRARY RESOURCES FOR THE LIBRARIES	4
a.	For Books	4
b.	For Periodicals	5
2.	PUTTING LIBRARY MATERIALS ON RESERVE.....	5
a.	Purpose of Course Reserves	5
b.	Methods of Access	6
c.	General Procedures	6
d.	Procedures for Electronic Reserves	6
e.	Acceptable Use of Electronic Content.....	7
3.	INSTRUCTIONAL MEDIA.....	7
a.	Showing Films at Wooster	8
4.	COPYRIGHT LAW	8

A. THE LIBRARIES

For current Libraries guidelines in Academic Year 2020-2021, please refer to the [Libraries home page](#) and the [Fall 2020 Libraries Guide](#). **Below are descriptions of how services and operations normally function when there is not a pandemic. Despite the pandemic we are attempting to operate as normally as possible.**

The College of Wooster Libraries consist of the Andrews Library (1962), made possible largely through the gift of the late Mabel Shields (Mrs. Matthew) Andrews of Cleveland; the Flo K. Gault Library for Independent Study (1995), made possible largely through the gift of Stanley and Flo K. Gault of Wooster; and the Timken Science Library (1900, renovated 1998), made possible originally through the gift of Henry Clay Frick of Pittsburgh and renovated largely through the gift of The Timken Foundation of Canton. The libraries provide seating for more than 780 library users, with nearly 402 carrels for seniors engaged in Independent Study. Each carrel is lighted with easy access to electrical outlets. The libraries' connections to the campus Internet are wireless.

The libraries contain approximately 1.5 million items in all formats (print, microform, and electronic) including books, periodicals, instructional media, newspapers, and government publications (for which the libraries are a selective depository). The libraries provide access to approximately 3,255 scholarly journals and other periodicals in print, as well as more than 105,460 in electronic form, with access through over 400 online database subscriptions. There are several special collections. Most notable is the Wallace Notestein Library of English History; others include the McGregor Collection of Americana, the Homer E. McMaster Lincoln Collection, the Paul O. Peters Collection on rightist American politics, the Gregg D. Wolfe Memorial Library of the Theatre, and the Josephine Long Wishart Collection of women's advice literature. The extensive microform collections include the Atlanta University-Bell & Howell Black Culture Collection, the Library of American Civilization, Herstory, and the Greenwood Science Fiction Collection.

The resources are arranged by the Library of Congress and the Superintendent of Documents classification systems. With the exception of special collections, reference materials, and print periodicals, everything circulates. There are computer laboratories located in both Andrews and Timken Libraries.

Wooster faculty may borrow CONSORT or CoW circulating books for one academic year, subject to recall after one week, and with automatic renewals. Wooster's library catalog is part of CONSORT, an electronic system shared with Denison University, Kenyon College, and Ohio Wesleyan University. CONSORT, in turn, is part of OhioLINK, a network of academic libraries throughout the state containing more than 44 million items. Wooster faculty and students may

request books and other library materials, including selected non-print media, directly from any CONSORT or OhioLINK library via the online catalog, and receive them within 10-15 working days.

See [Faculty and Staff Loan Periods](#) for the most up-to-date borrowing time periods. Books from other CONSORT libraries may be borrowed for a single semester for course reserve at Wooster. Faculty may borrow most CONSORT books for their own use for one year, with automatic renewals, subject to recall after the initial one week if necessary. OhioLINK borrowed books are loaned for an initial six weeks with normally six automatic renewals, but during the pandemic 14 renewals. SearchOhio materials are loaned for three weeks and may be eligible for up to three renewals. If a person has no more renewals available for a CONSORT, OhioLINK, or SearchOhio item they still need, they may request a different copy of that item from another lending institution. Ignoring overdue notices may damage the Libraries ability to borrow from loaning institutions and may affect one's ability to borrow more materials. Available circulating media items may be requested using CONSORT, OhioLINK, or SearchOhio catalogs, and checked out for seven days with normally three automatic renewals but during the pandemic up to 48 renewals.

Interlibrary loan (ILL Portal) of materials from other libraries is also available, but somewhat slower. ILL Portal materials (requested from institutions beyond CONSORT, OhioLINK, and SearchOhio) are loaned for three weeks and it is up to the lending institution whether they are renewable. Renewal requests must be submitted through the ILL Portal from the College of Wooster Libraries' home page. If a person thinks they will need an ILL Portal item for more than three weeks, and it is not renewable, they can ask the Libraries to borrow a different copy from another lending institution. Overdue ILL Portal materials that are billed means the College of Wooster Libraries are charged and therefore have fewer funds to expend on other materials. Please do not ignore a notice that a borrowed item needs to be returned – it will move into a replacement cost and overdue status, which will affect the borrower's ability to borrow more materials and damages the Libraries borrowing relationship with loaning institutions, who may stop loaning to us.

All the College's electronic library resources are available for access anywhere from the College's computer network and worldwide via the Web with seamless authentication on-campus or off-campus through the Libraries' web site where persons will be asked to provide their campus email account information.

Librarians are available to assist users in discovering and locating research and information resources. Assistance is provided at the Research Help Desk through workshops and library instruction, as well as by individual research and technology consultations. Librarians partner

with teaching faculty through an active instruction and information literacy program that develops research proficiencies from First-Year Seminar through Independent Study.

The first floor of Andrews Library is the focal point for the College's Collaborative Research Environment (CoRE), including collaborative research areas, group work rooms, a library Circulation Desk, the Educational Technology Digital Media Bar, the Digital Studio with podcast and one button video studios and editing suite, and the Writing Center.

Gault Library's first floor hosts the Research Help Desk. The lower level of Gault Library is the location of APEX, the Registrar, and the Learning Center.

B. LIBRARY RESOURCES

1. GUIDELINES FOR THE ORDERING OF PRINTED LIBRARY RESOURCES FOR THE LIBRARIES

See the [Faculty Guide to the Libraries](#) for the most up-to-date information. All orders for books, periodicals, and media should be made through the department or program liaison librarian (see the [Subject Librarian Guide](#)).

Faculty ordering printed materials should carefully consider whether the book or periodical meets the following criteria:

- will provide significant support for courses and Independent Study, both for faculty in course preparation or for students in their academic work;
- is in a language that can be read by a reasonable number of students in the department or program;
- is familiar to members of the department or program and judged to be of sufficient academic quality; and
- will continue to be relevant to faculty and students in the future.

a. FOR BOOKS

Designate as "Priority 1" purchases those items that definitely should be bought for the College of Wooster collection, either as circulating or as reference works. Designate as "Priority 2" items that should be purchased by the College of Wooster Libraries if there is not already one circulating copy in CONSORT (and which may be requested and received within 7-10 business days). Designate as "Priority 3" items which should be purchased by the College of Wooster libraries if there are not at least four available circulating copies in OhioLINK (and which may also be requested and received within 7-10 business days).

b. FOR PERIODICALS

New periodicals, whether print or electronic, should be requested for on-going subscription purchase, after consultation with the faculty member's department colleagues, with the request made to the librarian liaison. Requests should reflect the intended use of the periodical in courses or research, and those academic departments/programs/courses which would benefit from such a subscription. Because new periodical subscriptions represent a continuing commitment of College funds, often at high rates of inflation, departments and programs are asked to monitor the use of periodicals and consider canceling infrequently used subscriptions.

2. PUTTING LIBRARY MATERIALS ON RESERVE

For the most up-to-date information and links to the online forms, see the [Library Reserves website](#). Faculty may request items be placed on either print or electronic reserve by submitting a Reserves Request Form. Electronic Reserve materials are password-accessible via the Web, only to students enrolled in the course. Please refer to the [Libraries' Policy on Fair Use of Copyrighted Materials for Library Reserves](#) when requesting and preparing materials for reserves.

FAIR USE OF COPYRIGHTED MATERIALS FOR LIBRARY RESERVES AT THE COLLEGE OF WOOSTER

The policy governing reserve materials is based on the provisions of fair use of the United States Copyright Act of 1976. Section 107 of the Copyright Act expressly permits the making of multiple copies for classroom use. In determining fair use there are four factors to be considered:

- Purpose: the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit education purposes;
- Nature: the nature of the copyrighted work;
- Amount: the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- Effect: the effect of the use upon the potential market for or value of the copyrighted work.

a. PURPOSE OF COURSE RESERVES

The College of Wooster course reserves provide access to supplementary course materials in support of the College's academic mission. The following policy refers to materials that are copied by members of the College faculty to be placed on course reserve, not to

complete works such as books, issues of journals, musical scores, etc. that are physically placed on reserve in their original form.

b. METHODS OF ACCESS

Access to print reserves is in person, upon presentation of a valid College I.D. at the Andrews Library Circulation Desk or, for science course reserves, the Timken Science Library Circulation Desk. Access to electronic reserves for a particular course is limited to students with valid College I.D.s who are currently enrolled in that course and have received course-specific passwords from their instructors. Electronic reserves for one course are not available to students in other courses, and no electronic reserves are available to the general public.

c. GENERAL PROCEDURES

1. All materials placed on reserve will be at the initiative of faculty for non-commercial, educational use by students. It is recommended that the course syllabus indicate materials which are only to be used within the scope of the course.
2. All copies must include a notice of copyright: year of publication if known, name of copyright holder if known, and a full bibliographic reference (author, title, journal title or book publisher, and date). Materials submitted without a full citation may be returned for the addition of the required information.
3. Whenever possible, materials to be used for reserve will be those purchased or licensed by the Libraries.
4. The Libraries will not place materials on reserve if they judge that the nature, scope, or extent of the copied material is beyond the reasonable limits of fair use. The liability for errors is on the faculty member making the request.
5. The Libraries will not place e-textbooks, course packs, or articles included in course packs on reserve.
6. Users may make one copy for private study, personal reading, research, scholarship, or education.
7. The Libraries will remove print materials that are no longer on reserve for a particular course and will remove electronic materials from access on the system.

d. PROCEDURES FOR ELECTRONIC RESERVES

1. The system will permit simultaneous use by multiple authorized users.
2. Authorized users may view, download, or print copies from the system.
3. Complete or longer works, such as books, will not be scanned for electronic reserves.
4. On a preliminary or introductory screen the system displays a copyright notice, consistent with the notice described in section 108 of the Copyright Act:

NOTICE: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies of copyrighted materials. The person using this system is liable for any infringement.

Electronic copying and scanning of copyright-protected works for library reserve systems and distance learning are unsettled areas of the law that may be addressed in future revisions of the copyright law or through adjudication. The College of Wooster will monitor legal developments concerning fair use to ensure that the library services are in compliance with U.S. Copyright Law.

e. ACCEPTABLE USE OF ELECTRONIC CONTENT

College of Wooster students, faculty, staff and walk-in library users may download, store and/or print electronic content for individual educational and research purposes, subject to the following limitations:

Content may not be systematically downloaded using web-crawling software or scripts and may not be systematically transmitted to others or used for commercial purposes.

Prohibited activities include downloading, storing or printing:

1. entire issues of journals or books,
2. substantial portions of the entire run of a journal or substantial numbers of sequential articles or chapters, or
3. multiple copies of articles, chapters or substantial sections of a given work.

Contact the Head of Access Services if you have additional questions.

3. INSTRUCTIONAL MEDIA

Films to be rented or purchased, regardless of format (including streaming, VHS tape, and DVD), may be requested by submitting the request to the liaison librarian at least four (4) weeks in advance of the show date. The Collection Management Department Head will process the order within 2-3 working days, but the suppliers request a longer lead time. Phone orders will not be accepted.

It is important that the date given for screening the film be accurate and that alternative dates be indicated whenever possible. Due to high demand, distributors are not able to reschedule confirmed show dates.

The CONSORT catalog contains the complete listing of College-owned and/or licensed for streaming film titles available for classroom support.

There are several rooms in Gault and Andrews libraries for film screenings. These spaces may be reserved via the campus room reservation system, 25Live. Check the Libraries web site for updates on availability.

a. SHOWING FILMS AT WOOSTER

Most films, in any format (including streaming, VHS tape, and DVD), that are purchased by the College, rented from vendors, licensed by the Libraries via a streaming service, or borrowed from other libraries carry permission for “home viewing” or viewing in educational classroom settings only. The same is true of films that faculty, staff, and students may have purchased or rented personally. Any other showing/venue requires permission for “public performance” and usually requires the payment of a fee to the company that owns the copyright or licensing arrangement for the film. (The purchase/rental of some films may carry public performance rights, but this is the exception.)

Showing a film during a class meeting as part of the regular requirements for the class is generally considered to be a permissible use. If it is necessary to schedule a special time for the film, or to complete the showing of a film that runs more than the class period, the audience should be limited to the class members and the faculty member or another person designated to show the film. Otherwise, permission for public performance must be obtained.

It is the responsibility of the person requesting, borrowing, or showing a film to use it in accordance with the College’s licensing agreement and U.S. copyright law. Irene Herold, Librarian of the College, can answer specific questions.

4. COPYRIGHT LAW

The College of Wooster adheres to U.S. copyright law by following the requirements of the Copyright Act of 1976 and the guidelines endorsed by Congress concerning educational use.

- a. Basic Principle. Except as permitted by the "Fair Use" doctrine described in II-V below, no photocopying of copyrighted material will be done without the copyright owner's written permission. This applies whether or not the copying is for educational use.
- b. Fair Use Doctrine. Section 107 of U.S. copyright law permits copying without permission in certain limited situations. Factors considered in determining this are:
 - i. Purpose and character of the use (i.e., educational vs. commercial).
 - ii. Nature of the copyrighted work.
 - iii. Amount and substantiality of the portion copied in relation to the whole work.

iv. Effect of the use upon the potential market for the work.

No one factor alone determines fair use, but the guidelines below are derived from these factors and are considered to constitute fair use.

c. Single copy. There is no automatic exemption for making even one unauthorized personal copy of any work. However, a teacher may make a single copy, for scholarly research or for use in teaching or preparing to teach a class, of the following works:

- i. a chapter from a book;
- ii. an article from a periodical or newspaper;
- iii. a short story, short essay, or short poem;
- iv. a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

d. Multiple copies for classroom use. Multiple copies (not to exceed one copy per student) may be made by or for the teacher, provided that the copying meets the tests below for brevity, spontaneity, and cumulative effect, provided that every copy includes the notice of copyright, and finally provided that none of the prohibitions in V. below is violated.

- i. Brevity: (i) poetry -- a complete poem if less than 250 words and printed on at most two pages, or an excerpt of at most 250 words from a longer poem; (ii) prose -- a complete article, story, or essay if less than 2,500 words, or an excerpt of at most 1,000 words or 10% of the work, whichever is smaller, of a longer work; (iii) illustration -- one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue; (iv) no more than the smaller of two pages or 10% of the words of "special" works, such as children's books, that combine language with illustrations and fall short of 2,500 words total.
- ii. Spontaneity: (i) the copying is at the inspiration of the individual teacher, and (ii) the moment of inspiration and the moment of use for maximum teaching effectiveness are so close in time as to make unreasonable the expectation of a timely reply to a request for permission.
- iii. Cumulative effect: (i) the copying is for only one course; (ii) not more than one short poem, article, story, essay, or two excerpts from such may be copies from the same author, nor more than three from the same collective work or periodical for one class term; and (iii) there shall be at most nine instances of all such multiple copying for one course in any one term. [(ii) and (iii) do not apply to newspapers or current news periodicals.

e. Prohibitions. If any of the items below is violated, fair use fails.

1. Copying shall not be used to create, replace, or substitute for anthologies, compilations, or collective works, regardless of whether or not the copies are bound together.

2. There shall be no copying of or from consumable items, such as workbooks, standardized tests, etc.
3. Copying shall not: (i) substitute for purchase of books, publisher's reprints, or periodicals; (ii) be directed by higher authority; and (iii) be repeated for the same item by the same teacher for two or more terms.
4. No charge to the student may exceed the actual cost of photocopying.

For a more information on copyright, see the Libraries' guide "[Copyright Basics](#)."