

**Kalamazoo College  
Information Services  
Faculty Handbook  
2005-2006**

Please refer to our web site at <http://www.kzoo.edu/is>

**Mission of the Kalamazoo College Information Services:**

The mission of Kalamazoo College Information Services is to provide and promote the services and resources necessary to meet the present and future scholarly, information, and instructional needs of our students, faculty, and staff, and insofar as possible, to share these resources with the broader scholarly community.

To fulfill this mission it is necessary to

- acquire or produce the media needed to support the curriculum;
- index and organize these materials so that they are easily accessible to the users;
- maintain the collection and equipment in proper physical condition;
- provide assistance in identifying, locating, and using all information resources;
- facilitate the use of these resources by a reliable distribution system and courteous, efficient services;
- create and maintain a campus-wide network of computers, servers, and software for digital communication;
- support the users of these computers through a program of instruction and technical support, and participate in the College community and reach out to the College's wider constituencies.

During the construction of the Upjohn Library Commons building in 2004-2005, the Information Services Department is operating from temporary locations in the Hicks Student Center and the Humphrey Carriage House. The library collection is being housed in an on-campus storage facility from which requested materials are paged. Operations from the new Commons are scheduled to begin in January, 2006.

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## **THE UPJOHN LIBRARY**

As an integral part of the instructional program, the library is responsible for the selection, collection, organization, and retrieval of the learning resources necessary for the students and faculty of the College. This is accomplished most effectively as a joint enterprise with the teaching faculty.

### **THE COLLECTION**

The library book collection is composed of nearly 300,000 volumes classified according to the Library of Congress Classification System. In addition to books and journals, the library has a collection of microforms, compact discs, audio and video tapes, and music scores. Some of the more specialized chemistry and music materials are housed in separate libraries in Dow Science Center and the Light Fine Arts Building respectively.

### **SPECIAL COLLECTIONS**

The library has several special collections. The A. M. Todd Rare Book Room contains an outstanding collection of rare and unusual books given to the College by alumni and friends. This collection is particularly strong in works on ornithology, the history of science, the history of books and printing, and examples of important works in economics, political science, English and American literature and book illustration. The rare book collection is not available during the construction project. The College and Baptist Room houses the College archives as well as a small collection of historic Baptist Church materials. These materials are available for use by special arrangement.

### **ACCESS TO LIBRARY MATERIALS**

The main index to the library's collection is the online catalog, called ARIADNE. The catalog may be accessed from the library's web site (<http://www.kzoo.edu/is/library/>).

Holdings for all books, periodicals, and audiovisual media are included in the online catalog. Location and availability information are displayed along with bibliographic information. Materials in the Career Development Center, the Women's Resource Center, and other sites on campus may be found in the online catalog as well.

Due to the Upjohn Library Renovation and Expansion Project, some library materials are not available for browsing, but may be ordered through Ariadne, the online catalog. Books and microfilm must be ordered through Ariadne. Current issues of periodicals and newspapers are shelved in the Quad Stop in Hicks Center and do not circulate. Back issues are available for ordering through Ariadne and may circulate to members of the College community on a three-day loan. Full text electronic journals are accessible through the library web site, and many reference materials are available in the Quad Stop in Hicks Center.

### **ELECTRONIC INFORMATION RESOURCES**

The library web site (<http://www.kzoo.edu/is/library/>) provides links to general information on library services, resources, and facilities. Online subject guides include print and electronic resources that help students conduct research in various subject areas. Access to online indexes and full-text databases is available through the library Web site as well. Most of these databases and indexes can be accessed from any computer on campus, and current students, faculty, and staff may access most electronic databases from off campus. For instructions in how to access resources from off campus, see the following Web page:  
<http://www.kzoo.edu/is/library/offcampus/index.html>

## USE OF AREA LIBRARIES

Through formal reciprocal borrowing agreements, "K" faculty are able to use the resources of nearly all libraries in the Kalamazoo area and in other regions. Full borrowing privileges are extended by **WMU, Kalamazoo Valley Community College, Kalamazoo Public Library, Albion College Library, and Alma College Library**. Other area libraries welcome in-library use of their resources and extend borrowing privileges through the interlibrary loan system or by use of a courtesy pass which is issued on a one-time basis. Kalamazoo College students are also able to use area libraries, but their privileges may differ from those of the faculty. Materials not available in the Kalamazoo area can be obtained through MeLCat or interlibrary loan services. MeLCat (<http://elibrary.mel.org/search>) is a statewide resource sharing program that combines the catalogs of many academic, public and school libraries, including both Michigan State University and the Library of Michigan, into a merged online database. Patrons of participating libraries can search and request the loan of materials directly. In addition, the library offers an interlibrary loan service for items that cannot be found in our collection, WMU, MeLCat, or a full text online database. Interlibrary loan requests may be placed via the library's web site (<http://www.kzoo.edu/is/library/ill/>).

## BORROWING PRIVILEGES

The loan period for faculty members borrowing books or periodicals (except current issues) is one **academic quarter**, subject to recall after two weeks. Audiocassettes may be borrowed for three days, A/V equipment for 24 hours. Faculty spouses and minor children living at home have the same loan privileges as students, i.e., a three-week loan period for books and three days for periodicals. Children are required to pay fines on overdue materials at 25¢/day.

A faculty member's written authorization is required for **secretaries and student assistants** to check out books in a faculty member's name. Faculty are asked to avoid borrowing books for students' use; replacement of lost materials is the responsibility of the borrower. It is possible for a SIP advisor to authorize a one-quarter loan for senior students.

## FACULTY BORROWING PRIVILEGES AT OTHER INSTITUTIONS

### University of Michigan

<http://www.lib.umich.edu/>

- All faculty from universities and colleges in the state of Michigan are eligible for privileges to borrow from University Library Collections.
- Must be full-time teaching faculty.
- Present K-College ID.
- Loan period is one term unless the item is recalled.
- May renew books by phone, (734)764-0400, via e-mail, or via the Graduate Library Renewal Page (on web).
- Faculty are limited to the "number of books you can carry."

### Michigan State University

<http://www.lib.msu.edu/>

- Present K-College ID to receive "Community Borrower" privileges.
  - 2-week loan period; unlimited renewals via mail or web.
  - Current periodicals (within the past 10 years) cannot be borrowed.
- 
- No overdue fines except for recalled items.
  - No limit on the number of books faculty can borrow.

Western Michigan University

<http://www.wmich.edu/library>

- A reciprocal agreement grants the same borrowing privileges as WMU faculty.
- K-College ID good for 1 semester; verified each semester.
- Loan period is full semester.
- No overdue fines except for recalled items.
- Renewal in person or by mail only.
- Faculty limited to 50 books.

Kalamazoo Public Libraries

<http://www.kpl.gov/>

- Borrowing privileges available only for those residents in the Kalamazoo city limits or residents of towns with reciprocal agreements. (A card must be first obtained from those libraries.)
- The privileges are the same as for any public library cardholder.

## **REFERENCE SERVICE AND RESEARCH INSTRUCTION**

Reference assistance is available to the campus community during most of the library's open hours. Reference librarians are happy to answer research questions and instruct faculty and students in the use of reference sources and searching techniques. The reference staff regrets that it cannot undertake extensive research for personal projects. For information on reference services, see <http://www.kzoo.edu/is/library/reference/services/reference.html>

Instruction sessions on information literacy and research skills may be arranged with the reference librarians. Instruction sessions on the bibliography of a particular field or a special course also may be arranged. Reference librarians will create a course-specific research guide on the library Web site when a faculty member requests an instruction session for an upper level course. These guides direct students to appropriate print and electronic resources related to a course or assignment. Online subject guides for general library research are also available on the library's Web site. For more information, see [http://www.kzoo.edu/is/library/reference/services/reference\\_instruction.html](http://www.kzoo.edu/is/library/reference/services/reference_instruction.html)

## **LIBRARY HOURS**

Monday – Thursday	8:00 a.m. to midnight
Friday	8:00 a.m. to 8:00 p.m.
Saturday	9:00 a.m. to 8:00 p.m.
Sunday	11:00 a.m. to midnight

The library is closed **Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day** unless otherwise announced. Vacation hours are posted.

## **BUILDING FACILITIES - UPJOHN LIBRARY at Hicks Center**

**Photocopying equipment** is available in the library on a self-service basis. Personal copying is paid for in cash; departmental or course-related copying may be charged to the department. Copy cards may be purchased at the Circulation Desk for use at the coin-operated machine. It can be replenished by adding money at the copy machine. There is a nominal charge for the card.

**Audiovisual equipment** is available in the curricular support area.

Equipment for the reading and printing of the microfilm and microfiche collection is available in the reference area.

## **RESERVE MATERIALS**

### **Closed Reserve Materials**

The library provides Closed Reserve services for materials that will be in heavy demand throughout the quarter. Items on Closed Reserve are held behind the circulation desk and may be signed out for two-hour periods during the library's open hours or overnight. Lists of items on Closed Reserve may be retrieved or printed using the online public catalog. You may search by instructor name, course number, or department name.

**Photocopied materials must include a full bibliographic citation and notice of copyright to assure copyright compliance.** Materials owned by other libraries **cannot** be placed on reserve. For detailed information on copyright guidelines, please refer to page 21 in this handbook.

Materials placed on reserve should be specific to course assignments. **No more than 20 items may be placed on Closed Reserve for one course during a specific quarter. One copy for every fifteen students is usually sufficient.**

Personal copies and photocopies of materials may be placed on reserve. Audiovisual materials as well as print materials may be placed on reserve. Videos in the library collection cannot be placed on reserve.

Requests for placing materials on reserve must be written. The library cannot accept verbal requests made by phone or through a desk worker. Request forms are available at the Circulation Desk and at [http://www.kzoo.edu/is/library/faculty/reserve/closed\\_reserve\\_request.pdf](http://www.kzoo.edu/is/library/faculty/reserve/closed_reserve_request.pdf). Please bring all items you wish to place on Closed Reserve to the Circulation Desk, along with the completed Closed Reserve request form. For the duration of the Renovation Project, faculty or department workers must provide the Circulation Department with a written list of Kalamazoo College Library items needed for closed reserve and library workers will retrieve these items.

Please allow up to 48 hours for processing after submitting your requests. Please do not notify your class of the availability of reserve items until you have received a confirmation of placement on Closed Reserve from the library.

### **Electronic Reserve**

Electronic Reserve is a way for faculty to put text (articles, book chapters) on reserve in a digital format. Scanned files are placed within a password-protected directory on the college server. Students can access files on campus and off campus.

Faculty will provide a clean copy of materials to be scanned to the circulation department. When the item has been scanned the faculty member will be notified. Upon request, the URL will be emailed to the requestor. Students may access the electronic reserve files from web pages their instructors have created or they can link to them through Ariadne.

Faculty may link to Electronic Reserve files from web pages they have created. Information Services does not create web pages for faculty. However, Information Services will train faculty in how to create course pages on the web.

Copyright guidelines for Electronic Reserve are the same as those for paper reserve. Some additional policies apply to Electronic Reserve files. For guidelines, see <http://www.kzoo.edu/is/library/faculty/reserve/electreserve.html>. Please contact the circulation staff with any questions about this process.

## **SELECTION OF MATERIALS AND ALLOCATION OF FUNDS**

The collection is developed through the combined efforts of the faculty and the staff of Information Services. Faculty members recommend a major portion of the materials to be purchased; the staff assists in this process by distributing **Choice** book reviews on cards and review journals to department members. You may request the acquisition of an item via the library's home page, directly via email ([haight@kzoo.edu](mailto:haight@kzoo.edu)) or by any other means that will convey the necessary information. Information Services staff members also select, from reviews, titles to be added to the collection. In addition, suggestions from students and staff members are always welcomed and given serious consideration. The final responsibility for the maintenance and development of the collection, however, rests with the Dean of Libraries and Information Services. For information on film/video/CD ordering, see p. 9.

## **THE MATERIALS BUDGET**

A portion of the materials budget is allocated among the disciplines of the curriculum. In addition, funds are set aside to purchase serials, reference books, general materials, government documents, and replacement copies of lost or worn materials. Funds are also reserved for the purchase of titles identified as needed through a planned evaluation of the various subject areas of the collection. Other funds are reserved for the use of new faculty so that they may purchase books in the areas of their expertise. Certain gift funds are restricted for the purchase of materials in specific disciplines or for other special purposes.

## **COLLECTION PRIORITIES**

The primary objective in building the library's collection is to support the instructional programs of the College and the bibliographic research needs of students and faculty. In addition, Information Services acquires materials of a general nature which do not uniquely benefit any one discipline but are necessary for a well-rounded undergraduate collection.

The materials budget is, of course, limited. Requests for the purchase of books for the collection may well exceed the funds budgeted. Therefore, the Information Services staff requests that each recommendation for purchase be assigned a priority number according to these definitions:

**Priority 1:** Materials produced by an author and publisher of good reputation which are accurate, have literary merit, and have immediate educational value for the students served by Information Services. Included would be both books having basic permanent value and those timely materials having current value. Course-adopted text books are generally not purchased for the collection.

**Priority 2:** Materials which could be useful to students and faculty in various subject areas within the educational scope of the College, but which are not absolutely essential to the collection in these areas. Also fitting into this category would be those materials of outstanding quality which are not concerned directly with the present curriculum of the College. Immediate purchase of these books would appear to be desirable but not essential.

**Priority 3:** Materials of merit which would be "nice to have" but are not essential to the collection, either in support of the curriculum or in related subject areas. These books, in general, could be thought of as luxury items.

## **OTHER CONSIDERATIONS**

The addition of new periodicals and electronic resources to the collection is considered carefully since these are continuing, annual expenses. New resources are added based on the availability of funds, relevance to the curriculum and reference value. Back files of periodicals are purchased only in response to faculty requests and there is a demonstrated need. New titles are added based on the availability of funds, relevance to the curriculum, and reference value.

Current publications of lasting value are given priority over older and out-of-print materials. An attempt is made, however, to locate those titles requested which are found to be not currently available for purchase.

Materials for personal use are not purchased. The College bookstore will special order materials for members of the College community.

The online catalogue indicates the status of materials which have been ordered for the collection. When the material is received, the status changes from "ordered" to "in process," and when completely catalogued and ready for use, the status is changed to "available. The originator of an order can be notified when the requested title arrives by placing a "hold" on the item or by requesting a written notification.

## **CURRICULAR SUPPORT**

The Curricular Support area of Information Services is the academic computing and media service center for the entire College community. It emphasizes services to the academic program.

### **LOCATION**

Curricular Support is temporarily located in the East Room of Hicks Center, on the lower level of Hicks Center and in the Humphrey Carriage House. Its facilities include the Technology Help Desk, a video and equipment distribution center, audio lab, graphic design and multimedia studio, video services, and a repair shop.

### **HOURS**

The hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer and holiday hours may vary.

### **SERVICES**

#### **Technology Help Desk**

The Technology Help Desk (337-5800) can assist with questions on computers or phones. The Help Desk personnel will provide an answer immediately or, if the problem is complex, will have the appropriate person contact you within four business hours to discuss a solution.

#### **Video Services**

Curricular Support offers video playback services to the College community. All video requests should be scheduled through Curricular Support (337-7138). Playback capability (3/4" videocassette decks, 1/2" VHS standard play decks, and laserdisc players) is currently available in Upjohn Library at Hicks Center, the Dewing Building, the Light Fine Arts Building, Dow Science Center, Olds/Upton Hall, Mandelle Hall and Hicks Center. Curricular Support offers video critique sessions on a limited basis for classroom use when arrangements have been made by faculty during the quarter preceding the taping. Curricular Support offers limited video production services and will advise and help those academic areas that wish to seek video production expertise.

Curricular Support tapes programs off-the-air for faculty, in compliance with copyright guidelines. Briefly stated, they are:

A program may be videotaped simultaneously as broadcast at the request of an individual. Programs may not be taped routinely in anticipation of request(s). The taped program may then be shown once for classroom use and can be retained for 45 calendar days (evaluation purposes).

#### **Audio Production**

Curricular Support's audio lab is responsible for duplicating and recording audiotapes for language classes and College events. Additionally, Curricular Support trains music recordists and transfers records and reel to reel audiotape recordings to cassettes for archival and individual use.

## Computer Graphics Lab

The Computer Graphics Lab is open from 8am-5pm, Monday – Friday. The lab is located in the Humphrey Carriage House. The computer and graphics equipment is available for all faculty, staff and students to use. This lab is available for individuals working on or in need of assistance with presentations, images, web pages, posters, and other graphics. If assistance is needed, please make an appointment with the Curricular Support Specialist.

Services and equipment available:

- Scanners (legal and large-format)
- Slide and negative scanner
- Color printing (letter and large-format)
- Digital cameras
- Laminating
- Poster prints
- Slide creation and duplication
- Color transparencies
- Black and white transparencies
- Color prints
- PDF creation

All the computer graphics lab computers have Adobe Photoshop, a graphics software package, installed.

## Graphics Services

Curricular Support offers a variety of graphic services to the College Community. Please contact the Curricular Support Specialist with any graphics requests.

### ○ **Slide Creation and Duplication (Copystanding)**

Curricular Support provides instructional and research slide creation and duplication services to faculty, staff and students with a minimum notice of 7 business days.

### ○ **Posters and Multimedia Presentations**

For faculty interested in creating posters or multimedia presentations for instructional or research purposes, please contact the Graphics/Multimedia Designer for guidelines, instructions and/or training. Faculty who would like the Graphics/Multimedia Designer to work with a class regarding the creation of posters or presentations, please provide adequate advance notification.

### ○ **Printing and Scanning**

Printing in the Computer Graphics Lab is fee-based. Print submissions are accepted between 8am-5pm, Monday-Friday. The Graphics/Multimedia Designer or the Graphic Lab assistants will print out the order. Faculty print jobs will be charged to the department account number the faculty member provides. Students may print items here, but print credits are not accepted. Only payments made by cash or check are accepted.

A variety of different scanners are available for faculty, students and staff to use in the Computer Graphics Lab, including two legal-size scanners and a large-format scanner, along with a slide/negative scanner. There are no fees associated with scanning.

### ○ **Miscellaneous Graphics Requests**

Original graphic work is available for instructional and research purposes as well as for other College-wide activities. Graphics requests require a minimum of one week, with instructional requests taking priority. In order to meet deadlines, please plan graphics well in advance.

Color copying is not a service currently available on campus.

## **Software Training**

Information Services offers Element K ([www.elementk.com](http://www.elementk.com)), an online software training provider, to interested faculty and staff. Element K offers tutorials for many different programs including the Microsoft Office Suite, Macromedia Dreamweaver, and Adobe Photoshop. These are just a few of the tutorials available, so if you are interested in using this service or would like more information contact the Curricular Support Specialist. There is no charge for this service.

## **Public Address Systems**

The staff maintains and operates public address systems for special events in Stetson Chapel, Old Welles, the Stone Room, Olmsted, Dow Science Center, and occasionally in other areas as well.

For events between 8:00 am and 4:00 pm, Monday thru Friday, make room reservations with the Registrar (337-7204) and call Curricular Support (337-7138) with media requests.

For events after 4:00 pm and on weekends, call Carol Kennedy (337-7047) for room reservations and include all media requests on the K Intranet form that she will ask you to complete and return to her.

## **Equipment Distribution**

Curricular Support is responsible for the daily distribution of media and computing equipment to classrooms, administrative events, and College-sponsored community functions. The classrooms and community spaces, as well as a complete description of available technology, are thoroughly described on the Information Services Home Page (<http://www.kzoo.edu/is/>).

The following equipment is available for use:

Overhead Projectors	Slide Projectors
Video Playback (3/4", 1/2" VHS)	Screens
Laserdisc Players	Carousel Slide Trays
Video Presentation stands	35 mm camera
Video Projectors	16 mm projectors
Compact Disc Players	Record players
CD/Audiocassette players	Portable lights
Audiocassette players	Opaque Projectors
Map/map stands	Tripods
DVD players	

If scheduled in advance, Curricular Support personnel will deliver, set up, and serve as operators of equipment if needed. For use outside regular office hours, equipment must be picked up between 4:00 and 5:00 p.m. the day of use and is due at 8:00 a.m. the next morning during the week. For weekend use, material needs to be picked up before 5:00 p.m. on Friday and returned Monday morning. Borrowers are responsible for all equipment checked out in their name.

## **Film/Video and CD Ordering**

Curricular Support actively orders and schedules film, video, and CD for academic and administrative use. Film and video orders are due the ninth week of the preceding quarter to assure availability. A variety of resource information is available at the Media Center for faculty interested in researching appropriate media titles and subject matter. Funds for rental and purchase of audiovisual materials are available. The Associate Director will work closely with departmental chairpersons to determine the needs within the budget.

## **Reserving Computer Labs for Classroom Instruction**

Kalamazoo College has computer facilities that may be reserved for classroom instruction. These rooms are the Olds-Upton (OU) 312 PC Classroom, the Olds-Upton (OU) 321B PC lab, the Dow 224 Macintosh/PC lab, the Dewing (DE) 307 PC lab and the Dewing (DE) 205 Macintosh/PC lab. Reservation requests for any computer classroom or lab should be forwarded to the Help Desk and Computer Lab Coordinator. Please do not drop-in and use a computer lab for instruction without a prior reservation.

Labs may be reserved from 8:00 a.m. to 5:00 p.m. Monday through Friday, and other times via special request. Curricular Support staff will be responsible for unlocking the lab or classroom; please do not call Security or ask a departmental secretary unless otherwise advised by a Curricular Support staff member.

## **Printing Policy**

To cover paper and toner costs, printer maintenance, and to discourage waste, Information Services tracks the number of pages printed on campus laser printers in the Library and computer labs. This does not apply to printers on other parts of campus. Faculty, staff, and students must enter their network account username and password in order to print in the Library or computer labs.

Information Services grants students a limited number of free print credits at the beginning of each quarter, but requires students to pay for extra print credits at 10¢ per sheet. Faculty and staff receive 500 free print credits for use in the Library and computer labs and are not required to pay for extra credits. However, if you run out of print credits, please contact the Library Circulation Desk (337-7153 or [circulation@kzoo.edu](mailto:circulation@kzoo.edu)).

Accounts are electronically configured to block print jobs that exceed the number of available credits in a printing account. When you initiate a print job in the computer labs, a window will appear on the screen that tells you how many print credits remain in your account. This window does NOT appear when you print in the Library. **YOU ARE RESPONSIBLE FOR YOUR OWN ACCOUNT.** Information Services will not be held responsible if someone else has printed from your account. In order to prevent someone from stealing your print credits, Log Out of any lab computer you have been using!

Please contact the Help Desk with questions (337-5800 or [helpdesk@kzoo.edu](mailto:helpdesk@kzoo.edu)).

## **FEES**

Curricular Support charges the instructional user for supply costs only. There is a fee schedule for non-instructional units of the College and for community groups. Please check with the Associate Director for Curricular Support for the current fee schedule.

## **WEB SERVICES**

Web Services serves as an advocate and resource for institutional, departmental, and organizational use of the Web in support of their missions, goals and activities.

### **LOCATION and CONTACT**

Web Services is temporarily located in the Carriage House between Humphrey and Light Fine Arts through October 2005. Web Services will be permanently located on the first floor of the Upjohn Library Commons beginning November 2005 and can be reached by phone at extension 5761 or by email at [webservices@kzoo.edu](mailto:webservices@kzoo.edu).

### **OFFICIAL COLLEGE WEB SITE**

[www.kzoo.edu](http://www.kzoo.edu) is a collaborative effort coordinated by the Associate Director of Web Services. Academic and administrative departments maintain the content germane to their areas, within the bounds set by college policy and design standards. An appropriate contact is listed at the bottom of each page. If the content provider does not satisfactorily address an issue, please contact the Associate Director of Web Services. Web Services and Curricular Support provide training, design consulting, and technical support to these content providers. General college information and information which does not fall within a single department is posted and/or coordinated by Web Services.

### **ACADEMIC DEPARTMENT WEB SITES**

Most academic departments have an account and a designated administer of the departmental web site. Check with your department to see who is responsible. Additional accounts can be obtained by individual faculty members for developing class-related web pages within the structure of the departmental web site. It is highly recommended that class web pages be placed on the official server rather than created on a faculty member's personal web site. To obtain an account and password, contact Web Services or visit Systems and Networking. Please bring a picture ID card and make your account request one to two days in advance of need.

Our server environment supports interactive applications and database applications. Training is not offered in these technologies. Please contact Web Services or Systems and Networking to request a database or to discuss any other advanced development and web integration needs.

### **INTRANET WEB SITES**

Restricted-access web sites are available to the Kalamazoo College Community. [campus.kzoo.edu](http://campus.kzoo.edu) is restricted to faculty, staff and students. [www.kzoo.edu:2001](http://www.kzoo.edu:2001) is restricted to faculty and staff. Valid intranet userid and password are required for access. Official department web accounts have access to upload files to these areas.

Available late Fall 2005, [Sharepoint.kzoo.edu](http://Sharepoint.kzoo.edu) is a portal to Microsoft Sharepoint team sites which can be used for online collaboration and communication within departments or committees. Team sites are easily customizable by nonprogrammers and may include document libraries, discussion forums, surveys, forms, and announcements. Please contact Web Services to request a Sharepoint Team Site.

### **PERSONAL WEB SITES**

Faculty are allocated space on the web server. Web files can be accessed by browser the URL <http://kzoo.edu/~userid/>, where “userid” stands for the personal userid.

Personal web sites hosted on Kalamazoo College servers are expected to adhere to the policies articulated in the Computing Resources Usage Agreement

([http://www.kzoo.edu/is/sysnet/policies/web\\_useragreement6.pdf](http://www.kzoo.edu/is/sysnet/policies/web_useragreement6.pdf)) and the Kalamazoo College Web Handbook (<http://www.kzoo.edu/is/webservices/handbook/>)

## **COURSE WEBS**

Moodle is supported as the campus course management system and is accessible at [www.kzoo.edu/moodle](http://www.kzoo.edu/moodle). Moodle allows faculty to post course-related materials, assignments, quizzes, announcements, calendars, discussions and grades without web programming knowledge. Please contact Web Services for a Moodle Course Web.

Faculty may also choose to use a Sharepoint Team site (see above) as a Course Web beginning Winter quarter 2005.

## **WEB DESIGN SOFTWARE**

Macromedia Dreamweaver software is the design software provided to faculty and supported by the college. Dreamweaver is installed in the computer labs and the graphics lab in the Carriage House. Contact the help desk to request an installation. Faculty are free to use their own preferred software to author HTML pages. Dreamweaver training is available online at Element K and can be arranged via the Curricular Support Specialist.

## **DEPARTMENTAL WEB SERVERS**

Special purpose and departmental servers should be available from on-campus only unless special arrangements are made with Information Services. No matter who maintains the hardware, software and content files that constitute the Web server, all Web pages offered from a system utilizing Kalamazoo College’s network are subject to all Kalamazoo College computing and Web policies and standards.

## **POLICIES and MANAGEMENT STRUCTURE**

The **Web Executive Committee**, a subgroup of the **President’s Advisory Council (PAC)**, brings proposed policies and issues to PAC and recommends appropriate actions. The **Web Design Committee** consisting of the Associate Director of Web Services, the Curricular Support Specialist, the Director of Publications Production and the Associate Director of Admissions, will be responsible for web graphic design standards and guidelines for the College. This group reports to the Web Executive Committee.

Please see the web handbook on the Information Services web site (<http://www.kzoo.edu/is/webservices/handbook/>) for a complete discussion of responsibilities and policies.

## **MORE INFORMATION**

For more information on the College's web services, see the Web Services web site, [www.kzoo.edu/is/webservices](http://www.kzoo.edu/is/webservices)

## **SYSTEMS & NETWORKING**

(web page: <http://www.kzoo.edu/is/sysnet>)

The Systems and Network group of Information Services (IS) at Kalamazoo College is responsible for maintaining the College's computer network infrastructure, telephone system, video distribution network and all central, shared computer servers. Servers include the College's e-mail, World Wide Web, Application, File and Print servers. The Systems and Network group also works closely with Curricular Support to provide other support services for the campus community.

### **CAMPUS NETWORK**

Kalamazoo College has a high-speed network connecting all academic buildings and residence halls. A full T-3 line connects us to the Internet. The campus network is protected from the Internet by a firewall. Our firewall is not a proxy type, so no configuration should be used in any software that provides parameters for a proxy firewall.

The faculty and administrative parts of the network are often collectively referred to as K-Net. The student part of the network is often referred to as ResNet (Residential Network). ResNet provides high speed Internet connectivity for personal computers in the residence halls. Each hall is staffed by a Residential Computer Consultant, an Information Services student worker who will assist fellow residents with computer-related questions. Students must register their computer (<http://www.kzoo.edu/is/sysnet>) to have an active network port. Our computer labs also reside on ResNet.

### **NETWORK OR PHONE WIRING AT NEW LOCATIONS**

Installing new station wiring for network or phones at most locations costs \$150 per station. A station is normally one phone jack and two data jacks. If conduit or other support structures are needed, the cost is higher. Consult with Networking for the requirements of a particular location.

### **PHONES**

Call the IS Help Desk (337-5800) for any phone problems or questions. An appropriate person will contact you to discuss a solution. A phone quick reference guide can be found online at <http://campus.kzoo.edu/is/update/phone.htm>.

### **K-TV**

The College provides a basic video distribution service to residence hall rooms consisting of 1 bulletin board, 3 satellite, and 8 off-air channels.

### **COMPUTER SERVERS**

The College currently supports a number of Unix (Solaris and HP-UX) and Windows Servers. Those of particular interest to faculty include:

<u>Server Name</u>	<u>Description</u>
Kmail.kzoo.edu	Email server
henson.kzoo.edu	Personal web page server (temporary through Fall 2005)
www.kzoo.edu	Official web server
phantom.kzoo.edu	Application, file and print server for academic departments

**SERVICES:**

The following are some of the end-user services provided and supported by the Systems and Networking group. Unless stated otherwise below, please contact the help desk at extension 5800 for assistance with computer related problems. In this way, if the Help Desk cannot solve your problem they will be able to make sure it is referred to the proper personnel. Additional information and help can also be found online at <http://www.kzoo.edu/is>.

**Email**

All faculty receive Kalamazoo College email accounts. Email disk storage is limited to 300 MB for faculty and staff. For reading email, Outlook and Entourage will soon be rolled out to faculty and staff. In the meantime, you can use a browser that supports the pop3 or imap email protocols. You can also access your email via our Webmail browser at <https://webmail.kzoo.edu/>

**Network Accounts & Personal File Storage**

All faculty are provided network accounts to access network printers, applications, and shared file areas. Every account has a personal file area on the server for saving critical files. PC users are automatically connected to this file area as the m: drive when they log into the network. Please keep the contents of this personal area to less than 50mb of disk space. Special arrangements may need to be made for Macintosh users depending on the services needed.

Students also have personal file areas accessible when they log into lab systems. They are encouraged to save class related files on the network where they will be backed up rather than on the local lab hard drive where they are likely to be lost.

**Calendar**

The College maintains a networked personal calendar application. Contact the Systems and Networking group for more information or to request an account. Calendar accounts are not created automatically. We will soon be migrating to our integrated Outlook calendar solution.

**Passwords**

To obtain your network passwords, go to the Systems & Networking office in the lower level of Hicks Center and bring a picture ID card. A Kalamazoo College Computing Resources Usage Agreement must be completed before a password will be given out. If you forget either your network password, you can have it reset by visiting the Help Desk or through our on-line form at: <https://www.kzoo.edu/is/network/forgotpw.htm>

**World Wide Web**

For official departmental website accounts, please see the section on Web Services.

**Online Directory**

An online staff and student directory can be found at <http://www.kzoo.edu/directory.html>.

**Mailing Lists and Email Aliases**

To facilitate communication, an email list server and email aliases are available. Both are used

to make communication between groups of people easier. The major differences are shown in the table below. If you have a need for either of these, contact the Systems and Networking department. You can also create personal aliases in your email reader such as Netscape Messenger.

<u>Email Aliases</u>	<u>List-Serves</u>
* maintained by Systems administrators	* self-maintaining (people subscribe and unsubscribe themselves)
* can be used by anyone on the Internet	* flexible security
	* messages automatically archived on server
	* can be configured to create message digests

### **Class Email Aliases**

Email aliases are created for your use in communicating with your classes. Aliases are automatically updated daily. The aliases for the current quarter are created the weekend before the quarter begins. Aliases for previous quarters are deleted. The alias names are based on the official class numbers.

For example, if I wanted to send an email to section 2 of Chemistry 105, I would address the email to **chem105-2@kzoo.edu**. The section number is required, even if there is only one section of the class. If you don't know your class number, see the current schedule of classes on the web at <http://www.kzoo.edu/regist/schedule/>.

### **Major and Minor Email Aliases**

We also maintain email aliases for majors and minors by department. The alias name is the major (or minor) code followed by either "maj" or "min" depending on whether you want to email the majors or minors. For example, to email all history majors, you would address the message to **hismaj@kzoo.edu**. A list of the major codes appears at [http://www.kzoo.edu/is/sysnet/faqs/faculty\\_faq.shtml#majoralias](http://www.kzoo.edu/is/sysnet/faqs/faculty_faq.shtml#majoralias).

### **Server Backups**

All server file systems are backed up onto tape daily. Backups are kept for approximately four weeks, during which deleted files may be recoverable. If you have a file recovery need, contact the Systems and Networking group. It is the responsibility of the user to backup critical files on desktop PCs.

### **Network Shared Areas**

File shared areas on the network will be created for faculty if a need exists and resources allow. An example use of a shared area is a network-accessible directory where an instructor can place files for students to use. Typically, student access would be read-only.

### **Other Needs**

If you have an idea or need not addressed here, please contact a member of the Systems and Networking group or any member of Information Services to discuss what might be possible.

## *Kalamazoo College Information Services*

### *Policies*

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Kalamazoo College has developed extensive computer resource usage policies. It is the responsibility of every member of the College community to know and follow these policies. Computer related policies can be found on the Information Services web site at <http://www.kzoo.edu/is/sysnet/>.

The "General User Agreement for Computing Services on Campus" link found on the IS Policies web page will display the document titled "Kalamazoo College Information Services General Computing and Network Use Policies". This document is also given to all users when they pick up their initial computer passwords.

The link "Kalamazoo College Web Handbook" will take you to our Web Handbook, which includes important policies as well as how-to information on web development at K.

Other policies will be included as they are developed. Be sure to check the IS Policies page for the most up to date version of all Information Services policies.

## **COPYRIGHT POLICY FOR DUPLICATING PRINT AND NON-PRINT MEDIA**

From time to time, the faculty and staff of the College may use photocopied materials to supplement research and teaching. In many cases, photocopying can facilitate the College's mission; that is, the development and transmission of information. However, the photocopying of copyrighted materials is a right granted under the copyright law's doctrine of "fair use" which must not be abused. These guidelines will explain the College's policy concerning the photocopying of copyrighted materials by faculty and staff.

Copyright is a constitutionally conceived property right which is designed to promote the progress of science and the arts by securing for an author the benefits of his or her original work of authorship for a limited time. The Copyright statute implements this policy by balancing the author's interest against the public interest in the dissemination of information affecting areas of universal concern, such as art, science, history and business. The grand design of this delicate balance is to foster the creation and dissemination of intellectual works for the general public. [17 U.S.C. #101.]

The Copyright Act defines the rights of a copyright holder and how they may be enforced against an infringer. Included within the Copyright Act is the "fair use" doctrine which allows, under certain conditions, the copying of copyrighted material. While the Act lists general factors under the heading of "fair use" it provides little in the way of specific directions for what constitutes fair use. The law states:

### 17 U.S.C. #107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of section 106, the fair use of copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purposes and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.  
(Emphasis added.)

The purpose of the following section is to provide an explanation of the College's understanding of what constitutes permissible photocopying of copyrighted material under the fair use doctrine. Where possible, common examples of research, classroom, and library reserve photocopying have been included to illustrate what we believe to be the reach and limits of fair use.

Please note that the copyright law applies to all forms of photocopying, whether it is undertaken at a commercial copying center, at the College's central or departmental copying facilities or at a self-service machine. While you are free to use the services of a commercial establishment, you should be prepared to provide documentation of permission from the publisher (if such permission is necessary under this policy). We hope these guidelines will give you an appreciation of the factors

which weigh in favor of fair use and those factors which weigh against it. This College does not condone a policy of photocopying instead of purchasing copyrighted works where such photocopying would constitute an infringement under the copyright law, but it does encourage faculty members to exercise good judgement in serving the best interests of students in an efficient manner. The College and its faculty and staff will make a conscientious effort to comply with these guidelines.

Instructions for securing permission to photocopy copyrighted works when such copying is beyond the limits of fair use appear at the end of these guidelines. It is the policy of this College that the user (faculty, staff or librarian) secure such permission whenever it is legally necessary.

## **UNRESTRICTED PHOTOCOPYING**

### **Uncopyrighted Published Works**

Writings published before January 1, 1978 which have never been copyrighted may be photocopied without restriction. Works protected by copyright must bear copyright notice, which consists of the letter "c" in a circle, or the word "Copyright", or the abbreviation "Copr.", plus the year of first publication, plus the name of the copyright owner. [17 U.S.C. #401]. As to works published before January 1, 1978, in the case of a book, the notice must be placed on the title page or the reverse side of the title page. In the case of a periodical the notice must be placed either on the title page, the first page of text, or in the masthead. A pre-1978 failure to comply with the notice requirements resulted in the work being injected into the public domain, i.e., unprotected. Copyright notice requirements have been relaxed since 1978, so that the absence of notice on copies of a work published after January 1, 1978 does not necessarily mean the work is in the public domain. [17 U.S.C. #405 (a) and (c)]. However, you will not be liable for damages for copyright infringement of works published after that date if, after normal inspection, you photocopy a work which you cannot find a copyright symbol and you have not received actual notice of the fact the work is copyrighted. [17 U.S.C. #405 (b)]. However, a copyright owner who found out about your photocopying would have the right to prevent further distribution of the copies if in fact the work were copyrighted and the copies are infringing. [17 U.S.C. #405 (b)].

### **Published Works with Expired Copyrights**

Writings with expired copyrights may be photocopied without restriction. All copyrights prior to 1906 have expired. [17 U.S.C. #304(b)]. Copyrights granted after 1906 may have been renewed; however the writing will probably not contain notice of the renewal. Therefore, it should be assumed all writings dated 1906 or later are covered by a valid copyright, unless information to the contrary is obtained from the owner or the U. S. Copyright Office (see Copyright Office Circular 15t).

Publications of the Copyright Office which explain how to investigate the copyright status of a work are available in the reserve collection of the library.

### **Unpublished Works**

Unpublished works, such as theses and dissertations, may be protected by copyright. If such a work was created before January 1, 1978 and has not been copyrighted or published without copyright notice, the work is protected under the new Act for the life of the author plus fifty years [17 U.S.C. #303] but in no case shall the term of copyright in such a work expire before December 31, 2002.

## **Government Publications**

All U.S. Government publications, with the possible exception of some National Technical Information Service Publications less than five years old, may be photocopied without restrictions, except to the extent they contain copyrighted materials from other sources. [17 U.S.C. #105]. It should be noted that state government works may be protected by copyright.

## **PERMISSIBLE PHOTOCOPYING OF COPYRIGHTED WORKS**

The Copyright Act allows anyone to photocopy works without securing permission from the copyright owner when the photocopying amounts to a "fair use" of the material. [17 U.S.C. #107]. These guidelines suggest the boundaries for fair use of photocopied material used in research, the classroom or in a library reserve operation at the College.

### **Research Use**

At the very least, instructors may make a single copy of any of the following for scholarly research or use in teaching or preparing to teach a class:

1. a chapter from a book;
2. an article from a periodical or newspaper;
3. a short story, short essay, or short poem, whether or not from a collective work;
4. a chart, diagram, graph, drawing, cartoon or picture from a book, periodical, or newspaper.

These examples reflect the most conservative guidelines for fair use. They do not represent inviolate ceilings for the amount of copyrighted material which can be photocopied within the boundaries of fair use. When exceeding these minimum levels, however, you again should consider the four factors listed in Section 107 of the Copyright Act to make sure that any additional photocopying is justified. The following examples demonstrate situations where increased levels of photocopying would continue to remain within the scope of fair use:

1. the inability to obtain another copy of the work because it is not available from another library or source or cannot be obtained within your time constraints;
2. the intention to photocopy the material only once and not to distribute the material to others;
3. the ability to keep the amount of the material photocopied within a reasonable proportion to the entire work, (the larger the work, the greater the amount of material which may be photocopied).

Most single-copy photocopying for your personal use in research -- even when it involves a substantial portion of a work -- may well constitute fair use.

### **Classroom Use**

Educators have, with publishers, developed the following guidelines, which allow a teacher to distribute photocopied material to students in a class without the publisher's prior permission, under the following conditions:

1. the distribution of the same photocopied material does not occur every semester;
2. only one copy is distributed for each student which must become the student's property;
3. the material includes a copyright notice on the first page of the portion of material photocopied;
4. the students are not assessed any fee beyond the actual cost of the photocopying;

5. the amount of material distributed should not exceed certain brevity standards: a prose work may be reproduced in its entirety if it is less than 2500 words in length; if the work exceeds such length, the excerpt reproduced may not exceed 1000 words, or 10% of the work, whichever is less; in the case of poetry, 250 words is the maximum permitted. (These standards of brevity may not be realistic in the College setting. Faculty members needing to exceed these limits for College teaching should not feel hampered by these guidelines, although they should attempt a "selective and sparing" use of photocopies of copyrighted material.)
6. the photocopying practices of an instructor should not have a detrimental impact on the market of the copyrighted work. [17 U.S.C. #107(4)]. To guard against this effect, instructors should normally restrict use of an item of photocopied material to one course and should not photocopy excerpts from one periodical or author repeatedly without permission of the copyright owner.

### Library Reserve Use

At the request of a faculty member, the library may place on Reserve (either print or electronic) photocopied excerpts from copyrighted works **in its collection**, in accordance with guidelines similar to those governing formal classroom distribution for face-to-face teaching discussed in 1-4 above. The College believes that these guidelines apply to library Reserve to the extent that it functions as an extension of classroom readings or reflects an individual student's right to photocopy for his personal scholastic use under the doctrine of fair use. In general, instructors may ask the library to place photocopied materials on Closed or Electronic Reserve for the convenience of students both in preparing class assignments and in pursuing informal education activities which higher education requires, such as advanced independent study and research.

If the request calls for only **one copy** to be placed on Reserve, the photocopied item may be an entire article, or an entire chapter from a book, or an entire poem.

Requests for **multiple copies** on Reserve should meet the following guidelines:

1. the amount of material should be reasonable in relation to the total amount of material assigned for one term of a course taking into account the nature of the course, its subject matter and level [17 U.S.C. #107(1) and (3)];
2. the number of copies should be reasonable in light of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same material [17 U.S.C. #107(1) and (3)];
3. the material should contain a notice of copyright [see 17 U.S.C. #401];
4. the effect of photocopying the material should not be detrimental to the market for the work. (In general, the library should own at least one copy of the work.) [17 U.S.C. #107(4)].

For example, a professor may place on Reserve a reasonable number of copies of articles from academic journals or chapters from trade books as a supplement to the course textbook. One copy for every fifteen students is usually sufficient.

In addition, a faculty member may also request that multiple copies of photocopied, copyrighted material not owned by the library be placed on Reserve for one-time use if the material is current and/or the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission. If you are in doubt as to whether a particular instance of photocopying is fair use, you should seek the publisher's permission. Most publishers will be cooperative and will waive any fee for such a use. Materials owned by other libraries **cannot** be placed on Reserve. Please remember that the same copyright guidelines apply to both print Closed Reserve and Electronic Reserve.

## USES OF PHOTOCOPIED MATERIAL REQUIRING PERMISSION

For copyrighted works from which instructors wish to make closed reserve assignments and which are not owned in its collection, the library will make every effort to purchase the material.

1. **repetitive copying:** The classroom or reserve use of photocopied materials in multiple courses or successive years will normally require advance permission from the owner of the copyright [17 U.S.C. #107(3)].
2. **copying for profit:** Faculty should not charge students more than the actual cost of photocopying the material [17 U.S.C. #107(1)].
3. **consumable works:** The duplication of works that are consumed in the classroom, such as standardized texts, exercises, and workbooks, normally requires permission from the copyright owner [17 U.S.C. #107(4)].
4. **creation of anthologies as basic test material for a course:** Creation of a collective work or anthology by photocopying a number of copyrighted articles and excerpts to be purchased and used together as the basic text for a course will in most instances require the permission of the copyright owners. Such photocopying is more likely to be considered as a substitute for purchase of a book and thus less likely to be deemed fair use [17 U.S.C. #107(4)].
5. **interlibrary loan uses:** The library may obtain through interlibrary loan, in any one year period, up to five photocopied articles published in the last five years in a journal not owned by the library. Further requests for articles from the same journal require entering a subscription, payment of a fee to the Copyright Clearance Center, or permission of the copyright proprietor. The law requires the library to keep accurate records of interlibrary loan photocopy requests.

## DUPLICATION OF NON-PRINT MEDIA

### Guidelines for Off-Air Recording

The guidelines for off-air recording of broadcast programming for educational purposes apply only to off-air recordings by **non-profit educational institutions**. (Congressional Record, October 14, 1981, pp. E 4750-E 4752.)

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period **not to exceed the first forty-five (45) consecutive calendar days** after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
2. Off-air recording may be **used once by individual teachers in the course** of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as the homes of students receiving formalized home instruction, **during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period**. "School days" are school session days -- not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions -- within the forty-five (45) calendar day retention period.
3. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
5. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used by the recording institution for student exhibition or any other non-evaluation purpose without authorization.
6. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
7. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
8. Education institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

### **PERMISSIBLE USES OF PRE-RECORDED VIDEOTAPES (HOME VIDEOTAPE RENTALS)**

1. Teachers and pupils are exempt under Title 17, Section 110 (1) to perform copyrighted works in **face-to-face instruction**, with the following limitations.
  - a. The performance is part of a **systematic course of instruction** and not for entertainment, recreation, or cultural value.
  - b. Attendance at performances is limited to pupils enrolled in the course, and to their teacher(s).
  - c. The performance is given in a classroom or a similar place devoted to instruction, including libraries and gymnasiums, so long as the attendance limitation (Item B, above) is satisfied.
  - d. The performance is given from a **legitimately-made** copy, which was not sold under a license or contract restricting school performances.

### **PROPRIETORS' RIGHTS**

The following section is quoted from "Chapter 1: Proprietors' Rights" in Using Copyrighted Videocassettes in Classrooms and Libraries by Dr. Jerome K. Miller, 1984:

Statutory copyright law was created 270 years ago to protect authors' rights. It has been revised many times since, but its purpose remains essentially unchanged. The Copyright Revision Act of 1976 implemented this purpose by giving authors substantial control over various uses of their creative works:

*Sect. 106. Exclusive rights in copyrighted works*

Subject to sections 107 through 118, the owner of copyright under this title has the exclusive rights to do and to authorize any of the following:

1. to reproduce the copyrighted work in copies or phonorecords;
2. to prepare derivative works based upon the copyrighted work;
3. to distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
4. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly; and

5. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly. (1)

The first right restricts printing and other reproductions.

The second right gives proprietors control over derivative works, such as new editions or books, films based on books, and clothing displaying cartoon characters.

The third right, the "right of first publication," gives proprietors the right to keep products off the market. However, once a work legitimately enters the market--through sale, lease, or lending--the proprietors lose this right.

The fourth right enables proprietors to maintain artistic control and secure income from performances.

The fifth right has a similar effect on displays of copyrighted works.

The new law substantially revised the right to regulate performances and displays. It removed the for-profit-performance-in-public limitation in the old law and replaced it with the fourth and fifth subsections described above. Although the new law enhanced the proprietors' right to control performances and displays, the law authorized certain public performances and displays without permission or fees:

*Section. 110. Limitations on exclusive rights: Exemptions of certain performances and displays*

Notwithstanding the provisions of section 106, the following are not infringements of copyright:

.....

4. performance of a nondramatic literary or musical work otherwise than in a transmission to the public, without any purpose of direct or indirect commercial advantage and without payment of any fee or other compensation for the performance to any of its performers, promoters, or organizers, if--
  - a. there is no direct or indirect admission charge; or
  - b. the proceeds, after deducting the reasonable costs of producing the performance, are used exclusively for educational, religious, or charitable purposes and not for private financial gain...(2)

This is the legal basis for most free performances, such as storytelling in libraries and open-air performances by municipal bands. It also authorizes benefit performances at which performers and organizers contribute their services and the income after expenses is contributed to a non-profit organization.

Although, Section 110(4) authorizes a broad range of users' rights, it imposes three key limitations in: "nondramatic," literary (works)," and "musical works." Musical, dramatic, and nondramatic are not defined in the law, but they are clear enough without further comment. The restriction on performing videocassettes appears in the innocuous phrase, "literary work," as it is defined in the law:

"Literary works" are works, other than audiovisual works, expressed in words, numbers, or other verbal or numerical symbols or indicia, regardless of the nature of the material objects, such as books, periodicals, manuscripts, phonorecords, films, tapes, , or cards, in which they are embodied.(3)

The limitation is in the first eight words: "literary works are works, other than audiovisual works ..." Because of this clause, free and benefit performances are limited to nondramatic literary or musical works--and audiovisual works are specifically excluded from this category--so they are excluded from the benefits of Section 110(4). Some audiovisual works might be regarded as musical works (a novel interpretation), but that offers little encouragement, as phonograph records and audiotapes are in a separate category, called phonorecords. Should anyone doubt videocassettes are audiovisual works, that term also is defined in the copyright law:

"Audiovisual works" are works that consist of a series of related images which are intrinsically intended to be shown by the use of machines or devices such as projectors, viewers, or electronic equipment, together with accompanying sounds, if any, regardless of the nature of the material objects, such as films or tapes, in which the works are embodied.(4)

It appears, then, the Copyright Revision Act of 1976 intentionally or accidentally prohibits performances of audiovisual works, except under the educational exemption, the home-use exemption, or with the proprietor's permission.

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#### Notes

1. Copyright Act, Sect. 106.
2. Ibid., Sect. 110.
3. Ibid., Sect. 101.
4. Ibid.

### **REPRODUCTION AND USE OF COPYRIGHTED MUSIC**

1. A teacher may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work for purposes of preparing for instruction.
2. A teacher may make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided, however, that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement or song.
3. In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
4. A teacher may make and retain a single recording of student performances of copyrighted material when it is made for the purposes of evaluation or rehearsal.
5. A teacher may make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions.
6. A teacher may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics shall not be altered or added if none exist.
7. Performance by teachers or students of copyrighted music is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.
8. Performance of non-dramatic musical works which are copyrighted are permitted without the authorization of the copyright owner, provided however, that:
  - a. the performance is not for a commercial purpose.
  - b. none of the performers, promoters or organizers are compensated; and
  - c. admission fees are used for educational or charitable purposes only.
9. All other musical performances require permission from the copyright owner.

## **ELECTRONIC RESOURCES**

Computer software and electronic transmissions of text or imagery are protected under the Copyright Act of 1976. Users should be aware that data on the central systems are backed up onto tape and may be subpoenaed in a court case.

### **Use and Ownership of Software**

Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors. Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on campus, the College may incur a legal liability. Respect for the intellectual work and property of others has traditionally been essential to the mission of the College. As part of the College community, Information Services values the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, data bases, code, and documentation. Therefore, we expect all users of the College computing facilities to subscribe to the following statement of principle (developed by the EDUCOM Software Initiative) about intellectual property and the legal and ethical use of software:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Accordingly, every user of Kalamazoo College's computing resources is expected to avoid violations of authorial integrity, including plagiarism, all invasion of privacy, unauthorized access, and trade secret and copyright violations.

No user is allowed to store or use private copies of licensed software (except that provided by Information Services (IS)) on any Kalamazoo

College computer system unless the user provides IS with a copy of a license agreement allowing such possession.

Stolen or bootleg copies of software are not allowed on any Kalamazoo College computing system.

No user may copy, or attempt to copy, any proprietary or licenses software provided or installed by IS. This includes software on the SUN systems as well as that provided for use on faculty, staff and lab microcomputers.

No user may install ANY software on Kalamazoo College microcomputer lab machines without first having the express permission of IS staff and their assistance.

The IS staff will refuse to assist or offer support to any person who is using illegally obtained or improperly licenses software. Proof of software purchase, serial numbers or OEM numbers may be required for any re-installation of software.

All software (i.e., programs and associated documentation) developed using IS computing resources and facilities is the property of Kalamazoo College. Any exception to this policy must be arranged beforehand with the Director of Information Services.

## HOW TO OBTAIN PERMISSION

When a use of photocopied material requires that you request permission, you should communicate complete and accurate information to the copyright owner. The American Association of Publishers suggests that the following information be included in a permission request letter in order to expedite the process:

1. Title, author and/or editor, and the edition of materials to be duplicated.
2. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material.
3. Number of copies to be made.
4. Use to be made of duplicated materials.
5. Form of distribution (classroom, newsletter, etc.).
6. Whether or not the material is to be sold.
7. Type of reprint (ditto, photography, offset, typeset).

The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher in question. If the address of the publisher does not appear in the front of the material, it may be readily obtained in a publication entitled *The Literary Marketplace*, published by the R.R. Bowker Company and available in the library reference collection (call no. Ref. PN 161 .L5).

The process of granting permission requires time for the publisher to check the status of the copyright and to evaluate the nature of the request. It is advisable, therefore, to allow enough lead time to obtain permission before the materials are needed, at the very least three weeks. In most cases, publishers are very generous in granting permission. In some instances, the publisher may assess a fee for the permission. It is not inappropriate to pass this fee on to the students who receive copies of the photocopied material.

The Copyright Clearance Center (CCC) also has the right to grant permission and collect fees for photocopying rights for certain publications. Libraries may copy from any journal which is registered with the CCC and report the copying beyond fair use to CCC and pay the set fee.

## SAMPLE LETTER REQUESTING PERMISSION TO COPY

September 1, 2000

Material Permissions Department  
Hypothetical Book Company  
500 East Avenue  
Chicago, IL 60601

Dear Sir or Madam:

I would like permission to copy the following for continued use in my classes in future semesters:

Title: Learning is Good, Second Edition

Copyright: Hypothetical Book Co., 1965, 1971

Author: Frank Jones

Material to be duplicated: Chapters 10, 11 and 14 (photocopy enclosed).

Numbers of copies: 500

Distribution: The material will be distributed to students in my classes and they will pay only the cost of photocopying.

Type of reprint: Photocopy

Use: The chapter will be used as supplementary teaching materials.

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,  
Faculty Member

*Revised 9/02*