

A standard space reservation form is available from the Office of Room Assignments, 7 East 12th Street.

This Policy Statement supersedes the document entitled "Interim Guidelines Concerning Photocopying for Classroom Research and Library Use," which was distributed on January 18, 1983.

To minimize intrusiveness and overcentralization, the responsibility for making this determination will continue to reside with the individual faculty member. In making this determination, the faculty member should carefully consider all sections of the attached guidelines.

The Guidelines contained in Appendix I were negotiated by education, author, and publishing representatives in 1976 and incorporated in the House of Representatives report accompanying the Copyright Act of 1976. The introductory explanation of the Guidelines in the House Report describes their relationship to doctrine of fair use as follows:

Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals

The purpose of the following guidelines is to state the minimum standards of educational fair use under Section 107 of the Copyright Act of 1976. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future, that certain types of copying permitted under these guidelines may not be permissible in the future, and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standard of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying that does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

The following is a sample letter to a copyright owner (usually a publisher) requesting permission to copy:

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

Dear Sir/Madam:

I would like permission to copy the following for use in my class next semester.

Title: Knowledge Is Good, Second Edition.

Copyright: Hypothetical Book Co., 1965, 1971.

Author: Frances Jones.

Materials to be duplicated: Chapter 10 (photocopy enclosed).

Number of copies: 50. Distribution: The material will be distributed to students in my class, and they will pay only the cost of the photocopying.

Type of reprint: Photocopy.

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

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

Sincerely, Faculty Member

Thomas Grace, 212-998-4403.

School or Department or Human Resources, 212-998-1242.