

RIVIER UNIVERSITY COPYRIGHT COMPLIANCE POLICY: LIBRARY AND CLASSROOM

The purpose of this policy is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom and library at Rivier University ("Rivier"), and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright law contains many areas that are subject to different interpretations, and the goal of this policy is to provide Rivier administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and course packs. It also covers library uses for print and electronic reserves, ILL and document delivery. Other Rivier copyright and intellectual property policies may complement this policy by providing guidance on copyright issues beyond text-based materials used in the classroom and library.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary. The Rivier Copyright Officer, who is the Rivier Chief Information Officer, may be able to assist you with any questions you may have.

3. is selective and sparing in choosing poetry, prose and illustration;
4. makes no charge to the student beyond the actual cost of the photocopying;
5. does not collect the copies from the students to re-

reasonable effort to purchase a new replacement at a fair price. The reproducing library or archive must also own the work in its collection.

- Date of publication, if applicable
- Purpose for which you wish to reproduce the item (research, commercial, educational, etc.)
- How the material is to be reproduced (e.g., photocopied, digitized)
- Where the reproduced material will be used or will appear and for how long

REPORTING SUSPECTED INFRINGEMENTS

If you suspect that anyone at Rivier, including a student, is using any copyright-protected material without the permission of the copyright holder, immediately report this to the Copyright Officer, being the Chief Information Officer, Heidi Crowell, Rivier University, 420 South Main Street, Nashua, NH 03060, telephone (603)897-8630 or email itsupport

Name: Heidi Crowell

Title: Chief Information Officer