H. M. Briggs Library

Policy and Procedure Manual

SUBJECT: Interlibrary Loan Copyright

NUMBER: 3.3

1. Purpose

To establish guidelines for obtaining copyrighted materials through interlibrary loan.

2. Policy

The library will obtain materials copied from copyrighted works at the request of a patron in accordance with copyright law (17 U.S.C.) and Copyright Compliance Guidelines (CONTU Guidelines).

3. Procedures

- Copyright is tracked on a calendar year.
- The library will use the Copyright Clearance Center whenever possible when royalties must be paid.
- The library pays all copyright royalties incurred.
- Copyright fees are incurred as described below.

<table>
<thead>
<tr>
<th>Column Header</th>
<th>Multiple articles from a single issue of a journal (one patron, one issue), regardless of publication date</th>
<th>Multiple articles from a single journal title that was published within the last 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royalties Incurred</td>
<td>≥ 2 articles</td>
<td>≥ 6 articles in a calendar year</td>
</tr>
<tr>
<td>Notes</td>
<td>The library will try to purchase or borrow a copy of the issue before requesting multiple articles if that would be less expensive than other options.</td>
<td>If multiple articles are requested from a single issue by the same patron, see the previous column of this table. The Access Services Librarian will purchase articles (pay-per-view) if that option is less expensive than other options.</td>
</tr>
</tbody>
</table>

Interlibrary Loan Copyright March 7, 2018
South Dakota State University

4. Related Documents

• Interlibrary Loan Procedures Manual
• Copyright Law (U.S. Code Title 17)

5. Responsibility

The Access Services Librarian or designee is responsible for biennial and ad hoc review of this policy and annual review of procedures. The Chief University Librarian is responsible for review and approval of this policy and associated revisions.

SOURCE:

Reviewed by: Library Faculty March 7, 2018
Approved by: Chief University Librarian March 7, 2018
Origination date: March 7, 2018
Revision dates: March 7, 2018