



MOUNT ST. JOSEPH  
UNIVERSITY

The following pages have been extracted  
from the 2017-2018 Mount St. Joseph  
University Student Handbook.

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To view the entire Student Handbook, please visit [www.msj.edu/student-handbook](http://www.msj.edu/student-handbook).

## 1. LIBRARY CIRCULATION POLICIES

**CIRCULATING COLLECTIONS.** Contact the Circulation Desk at 513-244-4216 to renew materials. Items requested by another patron may not be renewed.

- Books may be checked out for three weeks, and may be renewed up to four times.
- Compact discs and DVDs may be checked out for one week and may be renewed once.

**NON-CIRCULATING COLLECTIONS.** Reference books, newspapers, and journals may only be used in the Library.

**RESERVE COLLECTION.** Faculty members may place materials on reserve in the Library for specific courses. These materials are available at the Circulation Desk. For a list of items on reserve, students may search the reserve database on FOCUS. The loan period varies for different reserve items.

**FINES.** Circulating collection items: 50 cents per day per item. Recalled reserve collection items: 50 cents per day per item. Reserve collection items: \$1 per day per item. Fines are payable when overdue materials are returned. Fines are charged for weekends and vacation periods. Materials may returned in the book return located outside the west entrance to the Library (near the Administration Building) when the Library is not open. Students are responsible for materials and fines whether or not an overdue notice has been received. At the end of each semester/term, the Registrar may withhold grades/transcripts for students with unpaid library fines or unreturned library materials. A replacement cost plus a processing fee is charged for each lost or damaged item.

## 2. COPYRIGHT COMPLIANCE

Mount St. Joseph University recognizes and respects intellectual property rights. As part of its mission to maintain the highest standards for ethical conduct, Mount St. Joseph is committed to fulfilling its moral and legal obligations with respect to the university's use of copyright-protected works.

Article I of the US Constitution authorizes Congress to pass legislation "to promote the progress of science and useful arts by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries." On the basis of the Constitution, Congress has enacted the Copyright Act found at Title 17 of the US Code.

As a matter both of moral integrity and of adherence to US copyright law, Mount St. Joseph University sets forth these policies for all employees and students to demonstrate the university's respect for intellectual property and compliance with the law:

- A. No employee or student of Mount St. Joseph University may reproduce any copyrighted work in print, video, or electronic form in violation of U.S. copyright law. If a student or employee of Mount St. Joseph wishes to reproduce a copyrighted work, the easiest way to ensure the law is not violated is by first receiving express written permission from the copyright holder.
- B. Works are protected by copyright laws in the US even if they are not registered with the US Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works include, but are not limited to: printed articles from publications, TV and radio programs, videotapes, music performances, photographs, training materials, manuals, documentation, software programs, databases, and World Wide Web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media. Examples include diskettes, CD-ROMs, and World Wide Web pages.
- C. Mount St. Joseph University has obtained a repertory license from the Copyright Clearance Center, permitting it to make photocopies of portions of CCC's 1.75 million registered published works. The CCC license permits unlimited copies to be distributed to MSJ employees for internal use only. The list of CCC registered works, including trade, newspaper, and magazine titles, is available at [www.copyright.com](http://www.copyright.com).

- D. For all other copyrighted works, the Mount St. Joseph University directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use.
- E. Mount Saint Joseph University designates the Director of Library Services as the copyright officer to administer the university's copyright policy. The Director of Library Services can help determine whether a work is covered by the CCC license and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the attention of the library director. To obtain permission to reproduce copyrighted works not covered by the CCC license or other prior agreements, the employee should contact the rights and licensing department of the copyright holder. Questions on specific procedures should be directed to the library director.

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 purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit 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.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. Furthermore, an educational purpose alone does not necessarily qualify as "fair use."

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). The principal rights of the copyright owner are: to reproduce the work (e.g., photocopies, scans, CD-ROMs), to prepare derivative works based on the original work, to distribute copies of the work for sale, rental or lease, and to perform the work publicly (e.g., motion pictures, videos, plays). In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

For more information about copyright see the following Web sites:

[Copyright and Fair Use](#)-- This site from the library at the University of Maryland University College serves as an introduction to copyright and fair use as it applies to instructional settings.

[United States Copyright Office](#) -- from the Library of Congress

### 3. INSTRUCTIONS FOR HANDLING AN INCIDENT OF COPYRIGHT INFRINGEMENT

Mount St. Joseph University encourages its employees to educate their peers and students on copyright compliance. If employees witness a potential copyright infringement, the University encourages the employee to bring the matter to the attention of the individual as well as to the copyright officer named above. Students who illegally duplicate copyrighted works are also subject to disciplinary action up to and including dismissal. See Section IV.I for more information.

Examples of copyrighted works include:

- Literary Works (e.g., books, magazines, newspapers, cartoons, trade journals, training materials, newsletters, documentation)
- Computer software
- Pictures, graphics, and sculptures (e.g., maps, cartoon characters, photographs)
- Sound recordings (e.g., MP3 files, compact discs, cassette tapes, and phonographic records)
- Architectural works (e.g., blueprints)
- Dramatic works (e.g. plays, screenplays)
- Audiovisual works (e.g. videotapes)
- Pantomimes and choreographic works

## H. PROJECT EXCEL

*In compliance with Section 504 of the Rehabilitation Act of 1973, Mount St. Joseph University provides academic adjustments and auxiliary aids for students with physical or mental impairments that substantially limit or restrict one or more major life activities such as walking, seeing, hearing, or learning. The University provides these reasonable academic adjustments and auxiliary aids to eligible student, at no charge, according to students' individual needs. Advocacy assistance on disability related issues is also provided. Eligibility depends on the nature of the impairment and its impact on the particular individual and is based on documentation from a qualified professional.*

Students diagnosed with a learning difference, such as a specific learning disability and/or ADHD may apply to Project EXCEL.

**Project EXCEL is a fee-for-service program that provides a comprehensive academic support system for these students. Students must be admitted to Mount St. Joseph University before applying. Current students may also apply.** Project EXCEL addresses the needs of this specific group of students through targeted instruction and strategic coordination.

Project EXCEL offers a broad spectrum of support services to meet individual needs including:

- Professional tutors
- Monitoring of student progress and academic counseling
- Scheduled consultations to promote organization and time management skills
- Two credit hour course, *Study for Success*, for incoming freshmen
- Access to and instruction in using technology
- Access to speech recognition software
- Direct instruction in academic success strategies, reading in the content areas, and developing coping skills
- Consultative academic advising with attention to students' specific learning needs
- Services to support Executive Function skill development

Each Project EXCEL application is evaluated carefully to identify students whose needs best match the support offered in the program. Project EXCEL is located on the ground floor of the Science Building, SC 17. More information is available online at <http://www.msjs.edu/academics/disability-services/project-excel/>.